SOUTHERN EXPOSURE™ 2015

Southern Exposure 2015
Caribe Royale Orlando
Orlando, FL
Febuary 27 - 28, 2015

AGS EXPO
SERVICES

Table of Contents

Show Management Forms

Shipping Instructions 4
Fresh Produce Shipping Form. 6
Fresh Produce Shipping Labels 7

Official Contractor

Official Show Information. 14
CHAPTER NAME 15
Official Service Contractors & Exhibitor Appointed Contractors 16
Recap of Services 17
Method of Payment Form 18
Payment Terms and Conditions. 19
Notification of Intent to use Non-official Service Contractors 20
Example Certificate of Insurance. 21
Labor Rules & Regulations 22

Shipping & Material Handling

Material Handling & Rates. 24
Reducing Material Handling Costs 28
Freight Re-Route Policy. 29
Shipping Addresses. 30
Material Handling Order Form. 31
Premium Return Service 32
Cartload Service Order Form 33
Terms & Conditions of Contract Material Handling Services 34
UPS Freight Shipping 39

Ancillary Services

Caribe Royale Shipping and Receiving Guidelines. 44
High Speed Internet Services 49
Audio Visual Services 51
Electrical Order Form 52

Booth Labor & Cleaning

Booth Labor Order Form 55
Outbound Shipping for AGS Supervised Labor Only 56
Booth Cleaning Order Form 57
Booth Layout Form 58

Standard Furnishings

Carpet Order Form 60
Table Order Form. 61
Seating & Accessories Order Form 62
Popular Furnishings Brochure 63

Displays & Graphics

Creative Services Show Specials 65
Elite Displays 66
Elite Display Order Form 68
Essential Displays 69
Essential Displays Order Form 78
Computer Kiosk Order Form 81
Digital Graphics & Signage 82
Digital Graphics & Signage Order Form 83
Graphic File Requirement Guidelines 84

Custom Furnishings

Custom Furnishings Catalog 87
Custom Furnishings Order Form 109

Show Management Forms

Conference Information and Forms

Shipping Instructions 4

Fresh Produce Shipping Form. 6

Fresh Produce Shipping Labels 7

CHAPTER NAME 15

Return to Contents

Exhibitor Instructions for Shipping Fresh Produce for Southern Exposure 2015

DiMare Fresh Tampa will once again be receiving all fresh produce items this year for Southern Exposure 2015. This service is provided at no charge for our registered exhibitors however, a reduced material handling charge will apply. AGS Expo Services will be receiving any booth fixtures, display tables, boxes, etc. and all other booth items that are not considered fresh produce items.

It seems as though every year some exhibitors do not read the following:

Remember if it requires refrigeration it goes to DiMare Fresh, if it does not it goes to AGS Expo Services.

Please do not ship anything to DiMare Fresh that does not require refrigeration.

Below are the guidelines and instructions for shipping your fresh items to DiMare Fresh Tampa.

The exhibitors set up hours for Southern Exposure 2015 are Friday, February 27th from 8:00 a.m. – 5:00 p.m. and Saturday, February 28th from 6:00 a.m. until 11:00 a.m.

DiMare will receive your product between the following dates:

Thursday **February 19, 2015** through Wednesday **February 25, 2015**. Product received outside of these dates will not be accepted.

All exhibitors will be sent a link to the AGS exhibitor kit which includes labels for you to to place on all cases of product that you are shipping to DiMare. Please be sure that **each and every case** has one of these labels attached. All boxes must be labeled and must have legible writing that includes your company name and booth number. The labels are color coded and are to be used as follows.

- The labels are Avery compatible. Use Avery 8126. 5 ½ X 8 ½.

Southern Exposure 2015 utilizes two exhibit halls (Grand Sierra Ballroom and the tent/pavilion). For your convenience and to facilitate your produce being delivered promptly we have split the delivery labels accordingly. The break out is as follows:

If your booth is in the tent/pavilion please use the following labels. Booth numbers in the tent/pavilion start at # 800 and end at # 1200.

Yellow: Use the yellow labels if you would like the product delivered to your booth on Friday, February 27th between the hours of 8:00 a.m. and 11:00 a.m.

Green: Use the green labels if you would like you're your product delivered to your booth on Friday, February 27th between the hours of 1:00 p.m. and 3:00 p.m.

Pink: Use the pinks labels if you do not wish to have any product delivered to your booth on Friday but want it delivered on Saturday, February 28th starting at 6:00 a.m.

Exhibitor Instructions for Shipping Fresh Produce for Southern Exposure 2015

If your booth is in the Grand Sierra Ballroom please use the following labels. Booth numbers in the Grand Sierra Ballroom start at # 100 and end at # 723.

Blue: Use the blue labels if you would like the product delivered to your booth on Friday, February 27th between the hours of 8:00 a.m. and 11:00 a.m.

White: Use the white labels if you would like you're your product delivered to your booth on Friday, February 27th between the hours of 1:00 p.m. and 3:00 p.m.

Violet/Lavender: Use the Violet/Lavender labels if you do not wish to have any product delivered to your booth on Friday but want it delivered on Saturday, February 28th starting at 6:00 a.m.

The **Fresh Produce Shipping Form is a separate form that** must be sent via email or fax to DiMare Fresh **prior** to shipping your product. **Do not ship any items to DiMare without sending this form**. Failure to send this will result in your product not being loaded and shipped to the Caribe Royale Resort & Conference Center.

Dimare Fresh will provide this service at no charge for our registered exhibitors however, a reduced Material Handling fee will apply. It is the exhibitor's responsibility to get their products to DiMare Fresh as instructed above. If these instructions are not followed Dimare will not be responsible if your product is not delivered to the Caribe Royale Resort & Conference Center.

Southern Exposure 2015 Fresh Produce Shipping Form

Company: _____

Contact: _____

Contact Phone: _____

Contact Email: _____

Booth Number: _____

How many cases of product are you shipping to DiMare Fresh? _____

List below the items and number of cases for each product you are shipping to DiMare Fresh.

_____
_____
_____
_____
_____

At what temperature should these products be stored? _____

Be sure that your product is **wrapped securely** on the shipping pallet.

This form must be sent to DiMare Fresh **BEFORE** you ship your product.

DiMare Fresh will accept your deliveries from **Thursday, February 19, 2015 through Wednesday, February 25, 2015.** Product received outside of these dates will not be accepted.

Send this form via email to Faye Westfall at faye.westfall@dimarefresh.com.

You may also fax it to Faye at (813) 672-1437

The address to ship product to Dimare Fresh is as follows:

DiMare Fresh –Tampa

Attn. Faye Westfall

8150 Eagle Palm Drive

Riverview, FL 33578

Phone: (800) 229-7981

Any and all questions should be sent by email to faye.westfall@dimarefresh.com.

DiMare Fresh -Tampa

DELIVER TO PAVILION BOOTHS
#800 - #1200
ON 2/27/15 BETWEEN
8:00 AM & 11:00 AM
NO. OF PIECES_____

SHIP TO:_____
Company name and Booth #

SOUTHERN EXPOSURE 2015
Attn: Faye Westfall
8150 Eagle Palm Drive
Riverview, FL 33578
Phone: (800)229-7981

FRESH PRODUCE SHIPMENT

DELIVERY DATE: 2/19/15 - 2/25/15

AGS EXPO
SERVICES

DiMare Fresh -Tampa

DELIVER TO PAVILION BOOTHS
#800 - #1200
ON 2/27/15 BETWEEN
8:00 AM & 11:00 AM
NO. OF PIECES_____

SHIP TO:_____
Company name and Booth #

SOUTHERN EXPOSURE 2015
Attn: Faye Westfall
8150 Eagle Palm Drive
Riverview, FL 33578
Phone: (800)229-7981

FRESH PRODUCE SHIPMENT

DELIVERY DATE: 2/19/15 - 2/25/15

AGS EXPO
SERVICES

DiMare Fresh -Tampa

DELIVER TO PAVILION BOOTHS
#800 - #1200
ON 2/27/15 BETWEEN
1:00 PM & 3:00 PM
NO. OF PIECES_____

SHIP TO:_____
Company name and Booth #

SOUTHERN EXPOSURE 2015
Attn: Faye Westfall
8150 Eagle Palm Drive
Riverview, FL 33578
Phone: (800)229-7981

FRESH PRODUCE SHIPMENT

DELIVERY DATE: 2/19/15 - 2/25/15

AGS EXPO
SERVICES

DiMare Fresh -Tampa

DELIVER TO PAVILION BOOTHS
#800 - #1200
ON 2/27/15 BETWEEN
1:00 PM & 3:00 PM
NO. OF PIECES_____

SHIP TO:_____
Company name and Booth #

SOUTHERN EXPOSURE 2015
Attn: Faye Westfall
8150 Eagle Palm Drive
Riverview, FL 33578
Phone: (800)229-7981

FRESH PRODUCE SHIPMENT

DELIVERY DATE: 2/19/15 - 2/25/15

AGS EXPO
SERVICES

DiMare Fresh -Tampa

DELIVER TO PAVILION BOOTHS
#800 - #1200
ON 2/28/15 AT 6:00 AM
NO. OF PIECES_____

SHIP TO:_____
Company name and Booth #

SOUTHERN EXPOSURE 2015
Attn: Faye Westfall
8150 Eagle Palm Drive
Riverview, FL 33578
Phone: (800)229-7981

FRESH PRODUCE SHIPMENT

DELIVERY DATE: 2/19/15 - 2/25/15

AGS EXPO
SERVICES

DiMare Fresh -Tampa

DELIVER TO PAVILION BOOTHS
#800 - #1200
ON 2/28/15 AT 6:00 AM
NO. OF PIECES_____

SHIP TO:_____
Company name and Booth #

SOUTHERN EXPOSURE 2015
Attn: Faye Westfall
8150 Eagle Palm Drive
Riverview, FL 33578
Phone: (800)229-7981

FRESH PRODUCE SHIPMENT

DELIVERY DATE: 2/19/15 - 2/25/15

AGS EXPO
SERVICES

DiMare Fresh -Tampa

DELIVER TO THE BALLROOM
BOOTHS #100 - #723
ON 2/27/15 BETWEEN
8:00 AM & 11:00 AM
NO. OF PIECES_____

SHIP TO:_____
Company name and Booth #

SOUTHERN EXPOSURE 2015
Attn: Faye Westfall
8150 Eagle Palm Drive
Riverview, FL 33578
Phone: (800)229-7981

FRESH PRODUCE SHIPMENT

DELIVERY DATE: 2/19/15 - 2/25/15

AGS EXPO
SERVICES

DiMare Fresh -Tampa

DELIVER TO THE BALLROOM
BOOTHS #100 - #723
ON 2/27/15 BETWEEN
8:00 AM & 11:00 AM
NO. OF PIECES_____

SHIP TO:_____
Company name and Booth #

SOUTHERN EXPOSURE 2015
Attn: Faye Westfall
8150 Eagle Palm Drive
Riverview, FL 33578
Phone: (800)229-7981

FRESH PRODUCE SHIPMENT

DELIVERY DATE: 2/19/15 - 2/25/15

AGS EXPO
SERVICES

DiMare Fresh -Tampa

DELIVER TO THE BALLROOM
BOOTHS #100 - #723
ON 2/27/15 BETWEEN
1:00 PM & 3:00 PM
NO. OF PIECES_____

SHIP TO:_____
Company name and Booth #

SOUTHERN EXPOSURE 2015
Attn: Faye Westfall
8150 Eagle Palm Drive
Riverview, FL 33578
Phone: (800)229-7981

FRESH PRODUCE SHIPMENT

DELIVERY DATE: 2/19/15 - 2/25/15

AGS EXPO
SERVICES

DiMare Fresh -Tampa

DELIVER TO THE BALLROOM
BOOTHS #100 - #723
ON 2/27/15 BETWEEN
1:00 PM & 3:00 PM
NO. OF PIECES_____

SHIP TO:_____
Company name and Booth #

SOUTHERN EXPOSURE 2015
Attn: Faye Westfall
8150 Eagle Palm Drive
Riverview, FL 33578
Phone: (800)229-7981

FRESH PRODUCE SHIPMENT

DELIVERY DATE: 2/19/15 - 2/25/15

AGS EXPO
SERVICES

DiMare Fresh -Tampa

DELIVER TO THE BALLROOM
BOOTHS #100 - #723
ON 2/28/15 AT 6:00 AM
NO. OF PIECES_____

SHIP TO:_____
Company name and Booth #

SOUTHERN EXPOSURE 2015
Attn: Faye Westfall
8150 Eagle Palm Drive
Riverview, FL 33578
Phone: (800)229-7981

FRESH PRODUCE SHIPMENT

DELIVERY DATE: 2/19/15 - 2/25/15

AGS EXPO
SERVICES

DiMare Fresh -Tampa

DELIVER TO THE BALLROOM
BOOTHS #100 - #723
ON 2/28/15 AT 6:00 AM
NO. OF PIECES_____

SHIP TO:_____
Company name and Booth #

SOUTHERN EXPOSURE 2015
Attn: Faye Westfall
8150 Eagle Palm Drive
Riverview, FL 33578
Phone: (800)229-7981

FRESH PRODUCE SHIPMENT

DELIVERY DATE: 2/19/15 - 2/25/15

AGS EXPO
SERVICES

Official Contractor

Event Information and Forms

Official Show Information. 14

Official Service Contractors & Exhibitor Appointed Contractors 16

Recap of Services 17

Method of Payment Form 18

Payment Terms and Conditions. 19

Notification of Intent to use Non-official Service Contractors 20

Example Certificate of Insurance. 21

Labor Rules & Regulations 22

Return to Contents

Official Show Information

As the Official Service Contractor for Southern Exposure 2015 , AGS Expo Services would like to say welcome!
The information below is only a brief summary of the important times, dates, addresses and details regarding your event.
More detailed information has been provided in each section of this Exhibitor Service Manual and at www.ags-expo.com.

Show Information

OFFICIAL SERVICE CONTRACTOR

AGS Expo Services
4561 SW 34th Street
Orlando, FL 32811

Phone: 407.292.0025
Fax: 407.292.4414
Email: eventservices@ags-expo.com

EXHIBIT HALL INFORMATION

Exhibit Hall(s): Grand Sierra Ballroom / Pavillion Tent

Backwall Drape: . . . . . Grand Sierra Ballroom - Teal/White/Pink/Teal/White/Teal
Pavillion Tent - Red/White/Red/White

Siderail Drape: . . . . . Grand Sierra Ballroom - Teal
Pavillion - Red

Exhibit Hall Carpet Color: . . . . . Grand Sierra Ballroom- Multi Color
Pavillion Tent - Black Astroturf

Aisle Carpet Color: . . . . . N/A

Booth Equipment

Booth Size: 10' x 10'

Includes:
- 8' High Backwall
- 3' High Siderail Drape
- (1) 6' x 30" Teal or White Skirted Table
- (2) Plastic Chairs
- (1) Wastebasket
- Single Line ID Sign

Show Schedule

EXHIBITOR MOVE-IN

Friday	February 27, 2015	8:00 AM - 5:00 PM
Saturday	February 28, 2015	6:00 AM - 11:00 AM

EXHIBIT HOURS

Saturday	February 28, 2015	12:30 PM - 6:00 PM

EXHIBITOR MOVE-OUT

Saturday	February 28, 2015	6:00 PM - 8:00 PM

Other Details

- Empty crates and cartons will be returned beginning at **6:15 PM on Saturday, February 28th**
- All carriers must check-in no later than **7:00 PM on Saturday, February 28th**
- All exhibitor materials must be removed from the exhibit facility by **8:00 PM on Saturday, February 28, 2015**
- **Freight Re-Route Deadline:**
  All unconsigned materials remaining on the event floor will be re-routed via the official show carrier, UPS Freight at **7:01 PM on Saturday, February 28, 2015**

AGS Exhibitor Service Center Hours

AGS Expo Services will be available to take care of your on-site needs. All services and production personnel will be available to handle any needs you might have such as furniture, rental exhibits, labor, cleaning and material handling. We are available during move-in, move-out, and exhibit hours.

For the AGS on-site Service Center phone number, please call our main office during business hours at 407.292.0025 or email us at eventservices@ags-expo.com

Shipping Information

Below are the advance warehouse and direct shipping addresses for your event. Please know that a Method of Payment must be on file to receive your materials for the event.

Name of Exhibiting Company
Southern Exposure 2015
Booth #:_____

[PLACE APPROPRIATE ADDRESS HERE]

Advance Shipments to Warehouse

AGS Expo Services
c/o UPS Freight
c/o JM Freight Logistics
3315 Maggie Blvd. Suite 300
Orlando, FL 32811

Delivery Window

- Deliveries only accepted between 1/30/15 - 2/20/15
- Any shipments received after the advanced receiving deadline or during the event will be assessed a late fee and redirected to the exhibit site.

Direct Shipments to Exhibit Site

AGS Expo Services
c/o Caribe Royale Orlando
Grand Sierra Ballroom/Pavillion Tent
8101 World Center Dr.
Orlando, FL 32821

Delivery Window

- Friday, February 27, 2015 - 8:00 AM - 5:00 PM
- Saturday, February 28, 2015 - 6:00 AM - 11:00 AM
- All booths must be set by 11:00 AM on Saturday, February 28, 2015

Fresh Produce Shipments

DiMare Fresh - Tampa
Attn: Faye Westfall
8150 Eagle Palm Drive
Riverview, FL 33578

Delivery Window

- Deliveries ONLY accepted between 2/18/15 and 2/25/15. Any shipments received outside of these dates will not be accepted.
- The Fresh Produce Shipping Form MUST be sent prior to DiMare Fresh receiving your product.

Discount Deadlines & Policy Reminders

Take advantage of our substantial price discounts. To get our lower prices, return your order with payment by the discount deadline(s) on the order forms provided.

Show Order Discount Deadline - February 13, 2015
Graphics Order Discount Deadline - February 13, 2015

Please review our payment policy carefully. As a reminder, AGS Expo Services requires payment in full at the time your order is placed along with a completed Method of Payment Form. This may be used to cover on-site charges such as labor and material handling, not included with your initial payment.

Please contact our Event Services Department with questions or special requests. We will provide you with all of your show needs and appreciate the opportunity to work with you.

It is important to review the local labor and/or Union jurisdiction policies located in this Service Manual. Policies vary by state and location.

Official Service Contractor

Show management, acting on behalf of all exhibitors and in the best interest of the exposition, has appointed AGS Expo Services as the official service contractor to perform and provide necessary services and equipment.

Official service contractors are appointed to:

a. Ensure the orderly and efficient installation and removal of the overall exposition.

b. Assure the distribution of labor to all exhibitors according to need.

c. Provide sufficient labor to satisfy the requirements of exhibitors and for the exposition itself.

d. See that the proper type and limits of insurance are enforced.

e. Avoid any conflict with local Union and/or exhibit hall regulations and requirements.

Exceptions are:

f. Supervision may be provided by the exhibitor.

g. The exhibitor may appoint an exhibit installation contractor or display builder.

Exhibitor Appointed Contractors (EACs)

Exhibitors may employ the service of independent contractors to install and dismantle their exhibit, providing the exhibitor and the installation and dismantle contractor comply with the following requirements:

1. The exhibitor must notify in writing show management and AGS Expo Services of the intention to utilize an independent contractor no later than 30 days prior to the first move-in day by completing the Notification of Intent to Use Non-official Service Contractors Form contained in this Service Manual.

2. The exhibitor shall provide evidence that the Exhibitor Appointed Contractor (EAC) has a proper certificate of insurance with a minimum of $1,000,000 liability coverage including property damage and Worker's Compensation naming AGS Expo Services as additional insured to show management and AGS Expo Services no later than the deadline date listed for EACs.

3. The exhibitor agrees that they are ultimately responsible for all services in connection with their exhibit including freight, drayage, rentals and labor.

4. The EAC must have all business licenses, permits and Worker's Compensation Insurance required by the state and city governments and the convention facility management prior to commencing work and shall provide show management with evidence of compliance.

5. The EAC will share with AGS Expo Services all reasonable costs related to its operation including overtime to pay for stewards, restoration of exhibit space to its initial condition, etc.

6. The EAC will provide AGS with the names of all on-site employees who will be working on the exposition floor and see that they have and wear at all times necessary identification badges as determined by show management or the facility.

7. The EAC must be able to provide evidence that it has a valid authorization from the exhibitor for services. The Exhibitor Appointed Contractor may not solicit business on the exhibit floor.

8. The EAC must confine its operations to the exhibit area of its clients. No service desks, storage areas or other work facilities will be located anywhere in the building. The show aisles and public spaces are not a part of the exhibitor's booth space.

9. The EAC shall provide if requested evidence to AGS Expo Services that it possesses applicable and current labor contracts and must comply with all labor agreements and practices.

10. The EAC must not commit or allow to be committed by persons in its employment any acts that could lead to work stoppages, strikes or labor problems.

11. The exposition floor, aisles, loading docks, service and storage areas will be under the control of the official service contractor, AGS Expo Services. The EAC must coordinate all of its activities with AGS Expo Services.

12. For services such as electrical, plumbing, telephone, cleaning and drayage, no contractor other than the official service contractor will be approved. This regulation is necessary because of licensing, insurance and work done using equipment and facilities owned by parties other than the exhibitor. Exhibitors shall provide only the material and equipment they own and to be used in their exhibit space.

Southern Exposure 2015
Caribe Royale Orlando
Orlando, FL
February 27 - 28, 2015

AGS EXPO SERVICES

RECAP OF SERVICES

Recap of Services

Please use the checklist below to ensure that you and your company have ordered and submitted all the required services and forms. If at any time you feel that you need assistance with planning your services, please call our Event Services Department at 407.292.0025 or email us at eventservices@ags-expo.com

Things To Do / Order	Discount Deadline	Date Submitted	Order Total
Event Forms			
☐ Method of Payment			
☐ Notification of Intent to Use Non-official Contractor	1/30/15		
☐ Appointed Contractors Insurance Certificate	1/30/15		
Event Services			
☐ Booth Carpeting	2/13/15		
Furnishings & Accessories			
☐ Standard	2/13/15		
☐ Custom	2/13/15		
☐ Modular Displays	2/13/15		
☐ Sign & Graphics Printing	2/13/15		
Labor Services			
☐ Labor (Installation & Dismantle)	2/13/15		
☐ Booth Set-up Diagrams	2/13/15		
☐ Outbound Shipping Information	2/13/15		
☐ Forklift Labor	2/13/15		
☐ Sign Hanging Services	2/13/15		
☐ Booth Cleaning and Porter Service			
Material Handling Services			
☐ Material Handling - Advance/Direct Freight			
☐ Premium Return Services - Priority Storage Return			
☐ Shipping Method - UPS Frieght.			
Ancillary Services			
☐ Electrical/Utilities			
☐ Floral			
☐ Telephone			
☐ Internet			
☐ Insurance			
☐ Audio-Visual & Computer Rentals			
☐			
☐			

Southern Exposure 2015
Caribe Royale Orlando
Orlando, FL
February 27 - 28, 2015

Discount Price Deadline Date
FEBRUARY 13TH
Method of payment must accompany your order

AGS EXPO SERVICES

Company Name	Tel #	Booth Number
Billing Address	Email	
City / State / Zip	Signature	

All exhibitors are required to have a credit card on file as a primary method of payment.

Credit Card

For your convenience, we will use this authorization to charge your credit card account for your advance orders and any additional amounts incurred as a result of show site orders placed by your representative. Please complete the information requested below:

☐ Personal ☐ Company ☐ Third Party ☐ Visa ☐ Master Card ☐ American Express

Acct.#: _____ Exp. Date: _____

Card Holder Name (Print): _____

Signature: _____

Billing Address: _____

City: _____ State: _____ Zip: _____

Account Option *(please select one)*

☐ Keep this Method of Payment on file for future events **OR** ☐ Use for this event only

• By providing your signature, you hereby accept all the terms and conditions contained in this Service Manual.

Company Check

- Please make all checks payable to: **AGS Exposition Services, Inc**.
- All checks must be in ***U.S. currency***.
- Please print show name and booth number.
- Company checked must be received 14 days prior to exhibitor move-in to provide adequate time for processing
- Orders are processed and appropriate discounts (if any) are applied on the date that your payment is received. A copy of your check by email, fax, etc. is not considered payment.

Check Number: _____

Amount Due: _____

Wire Transfers

If you wish to make a payment via Wire Transfer, please call 407-292-0025, or email us at eventservices@ags-expo.com, to obtain bank information and routing identifiers.

Full payment must accompany order. PLEASE, NO TELEPHONE ORDERS.
Credit Card Authorization MUST be on file with AGS Expo Services before any goods or services are rendered regardless of your preferred method of payment. By utilizing this form, exhibitors acknowledge that they have read and agree to comply with the terms of the Limits of Liability statements contained herein.

Mail or Fax to: AGS Expo Services • 4561 SW 34th Street • Orlando, FL 32811
Phone: 407.292.0025 • **Fax:** 407.292.4414
Email: eventservices@ags-expo.com **Web:** www.ags-expo.com

Submit Form

Payment Terms and Conditions

AGS Expo Services has established the following terms and conditions of sale and rental for all services rendered by AGS to all clients, exhibitors and third parties:

1. By providing a signed copy of a Method of Payment Form and selecting, "Keep this Method of Payment on file for future events," you are establishing a company account with AGS Exposition Services, Inc. for one (1) calendar year for all active and future account transactions, regardless of event or project. It is the ultimate responsibility of the exhibitor to maintain an active credit card on file for services. Third party credit cards will be exempt from this policy when identified as such on the Method of Payment Form. Therefore, third parties will have a single event/project account established during the period of service.

2. All materials and equipment are on a rental basis and remain the property of AGS Exposition Services, Inc. except where specifically identified as a sale.

3. Payment of balances may be remitted in any form which complies with AGS Expo Services' Methods of Payment. Please note that any orders submitted without a method of payment, or any outstanding balances incurred will be applied to the primary credit card on file. AGS Expo Services will accept payment by cash, company check, Visa, MasterCard or American Express. All payments must be made in U.S. Funds.

4. If an exhibitor or third party requests a balance transfer from one Method of Payment to another Method of Payment, a Transfer Charge of 7% will be assessed on the total transferred balance. Transfers will only be made within a single established account. A zero balance for ordered services does not preclude the requirement of a credit card on file for service.

5. AGS Expo Services reserves the right to check the credit available on any card presented. If the exhibitor fails to review/pay their invoice prior to the close of the show, the charges will automatically be applied to the credit card on file.

6. To receive a discount, payment must accompany your advance order and be received prior to the deadline date on your order form.

7. All orders must be accompanied by a Method of Payment Form. Orders without a Method of Payment Form will be applied to the primary method of payment on file. No balance transfers will be allowed after an order has been processed.

8. AGS Expo Services requires payment for all services upon presentation of an invoice/statement at the exhibit site and exhibitors will be required to settle their accounts in full prior to the close of the exhibition/event.

9. Payment for all labor, equipment and services whether ordered by the exhibitor, display builder, non-official/third party contractors or other parties shall be the ultimate responsibility of the exhibiting company.

10. If your firm or agency requires a purchase order to be issued for any services rendered, such purchase order must accompany the order form(s). Government agencies please be advised.

11. Exhibitor/Third Party shall be responsible for any excise, property, sales or other taxes which may be levied or imposed upon the exhibitor/third party as it relates to different state and federal tax laws. In the event a tax code or levied rate should change after the publishing date of a form and/or prior to fulfilment, your invoice may be adjusted as required by law.

12. Tax Exemption Status - If your company is exempt from payment of sales tax, AGS requires you to forward an Exemption Certificate for the state in which the services are to be used. No later than 30 days in advance. Resale Certificates are not valid unless you are re-billing these charges to your customers.

13. All adjustments to exhibitor accounts specifically noted on invoices or statements will be credited back in the method in which the service was originally transacted, within 15-30 days after the close of any event. Refunds to credit cards may take an additional period of time to post depending upon the credit card company. No adjustments will be made as a result of changes in currency rates.

14. Should balances remain unfulfilled, AGS Expo Services reserves the right to institute collection action against all exhibitors/third parties in the event payment is not received within 20 days of the close of the event. Service charges of 1.5% per month or fraction thereof will be applied to the past due accounts; the annual rate per service charge is 18%. Fees associated with insufficient funds on personal or company checks will be added to your invoice.

15. Company checks for ordered services must be received 14 days before move-in. Regardless, a credit card is required on file. A Non-Sufficient Funds fee will be assessed to any account in which a check is returned as being insufficient for payment.

16. All refunds less than $35 must be requested by either the exhibiting company or related third party and will be refunded in the method in which it was remitted. As a result of certain remittance methods, fees and charges may apply.

17. It is the responsibility of the exhibitor to advise the AGS Expo Services on-site Service Center Representative of any problems with any orders, and to check their invoice for accuracy prior to the close of the event. For all exhibitors, invoices will be placed in your booth during the event for your convenience. No credits for un-noted missing or incomplete orders will be issued after the exhibition closing.

18. Once services have been rendered and no issues/complaints have been formally brought (presented in writing via email or written notation on an existing invoice) to the attention of the on-site AGS Expo Service Center Representative, exhibitor or third party agrees not to dispute authorized charges on credit card(s).

19. All orders cancelled by the exhibitor due to non-participation or cancellation of the event will be subject to cancellation fees equal to 50% - 100% of the total order. Please see specific forms for cancellation fee details.

Company Name	Tel #	Booth Number
Billing Address	Email	
City / State / Zip	Signature	

Notification of Intent

Exhibitors who plan to have a Non-official Service Contractor (also known as an Exhibitor Appointed Contractor) unpack, erect, assemble, dismantle and pack displays/equipment must submit this form and abide by the rules set forth in this Service Manual.

Please provide the following information:

Non-official Contractor Information *(PLEASE PRINT OR TYPE)*

Service Firm:	Phone:
Firm Contact:	Fax:
On-site Exhibitor Contact:	Cell Phone:
Address:	
Email Address:	

Basic Requirements

1. The exhibitor must notify AGS Expo Services of its intent to use a Non-official Contractor by:

   Notification Deadline: **Friday, January 30, 2015**

2. Non-official Contractors must submit proof of adequate insurance in the form of an original policy rider listing AGS Expo Services as additionally insured, furnished by their broker, to AGS Expo Services no later than the deadline date listed. This must include a copy of your Worker's Compensation Insurance Policy. Please see the following page for an example certificate.

3. All booth personnel must wear proper identification at show site.

4. If your exhibit services firm is a third party and will be billed for services at the event, please ensure your firm submits a Method of Payment Form and appropriately checks the Third Party box for payment authorization.

Please Note:

- **If the exhibiting company or Non-official Contractor fails to comply with any or all of the requirements, the Non-official Contractor will not be permitted to service your exhibit and AGS Expo Services must be hired for installation and dismantle labor. The Non-official Contractor will be able to provide supervision only. Please see the section titled Official Service Contractors and Exhibitor Appointed Contractors for a complete list of rules.**
- To confirm that your contractor can perform services at this event, please contact our Events Services Department.
- Any unpaid balances remain the ultimate responsibility of the exhibitor.

Example Certificate of Insurance

The example below outlines all of the required information regarding a Certificate of Liability Insurance for your appointed contractor. In order for a third party contractor to provide labor or services, an insurance certificate must be on file for each non-official service provider.

ACORD CERTIFICATE OF LIABILITY INSURANCE — DATE (MM/DD/YYYY) 07/19/2007

PRODUCER (407)849-0333 FAX (407)425-5694
Insurance Agent of America
1111 America Lane
Orlando, FL 32801

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW.

INSURED ABC Company
1234 Corporate Lane
Orlando, FL 32801

INSURERS AFFORDING COVERAGE	NAIC #
INSURER A: Scottsdale Ins Co	
INSURER B: Hartford Underwriter	30104
INSURER C: Maxum Indemnity Company	
INSURER D: A B C Insurance Company	
INSURER E:	

COVERAGES

THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. AGGREGATE LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	ADD'L INSRD	TYPE OF INSURANCE	POLICY NUMBER	POLICY EFFECTIVE DATE (MM/DD/YY)	POLICY EXPIRATION DATE (MM/DD/YY)	LIMITS	
A		GENERAL LIABILITY X COMMERCIAL GENERAL LIABILITY CLAIMS MADE [X] OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: POLICY PRO-JECT LOC	12345678	05/25/2007	05/25/2008	EACH OCCURRENCE DAMAGE TO RENTED PREMISES (Ea occurrence) MED EXP (Any one person) PERSONAL & ADV INJURY GENERAL AGGREGATE PRODUCTS - COMP/OP AGG	$ 1,000,000 $ 100,000 $ -0- $ 1,000,000 $ 1,000,000 $ 1,000,000
B		AUTOMOBILE LIABILITY X ANY AUTO ALL OWNED AUTOS SCHEDULED AUTOS X HIRED AUTOS X NON-OWNED AUTOS	246810	05/25/2007	05/25/2008	COMBINED SINGLE LIMIT (Ea accident) BODILY INJURY (Per person) BODILY INJURY (Per accident) PROPERTY DAMAGE (Per accident)	$ 1,000,000 $ $ $
		GARAGE LIABILITY ANY AUTO				AUTO ONLY - EA ACCIDENT OTHER THAN AUTO ONLY: EA ACC AGG	$ $ $
C		EXCESS/UMBRELLA LIABILITY X OCCUR CLAIMS MADE DEDUCTIBLE RETENTION $	36912	05/25/2007	05/25/2008	EACH OCCURRENCE AGGREGATE	$ 2,000,000 $ 2,000,000 $ $ $
D		WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? If yes, describe under SPECIAL PROVISIONS below	WC1234567	05/25/2007	05/25/2008	WC STATU-TORY LIMITS / OTH-ER E.L. EACH ACCIDENT E.L. DISEASE - EA EMPLOYEE E.L. DISEASE - POLICY LIMIT	$ 1,000,000 $ 1,000,000 $ 1,000,000
		OTHER					

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES / EXCLUSIONS ADDED BY ENDORSEMENT / SPECIAL PROVISIONS

A G S Exposition Service Company, Inc. are hereby named as additional insured, except for Workers Compensation. The insurance provided for the benefit of A G S Exposition Service Company Inc shall be primary insurance as respect any claim, loss, or liability, arising out of the Named Insured's operations for which the Named Insured is liable. Any other Insurance maintained by A G S Exposition Service Company Inc shall be excess and non-contributory.

CERTIFICATE HOLDER

A G S Exposition Service Company Inc
4561 S W 34th Street
Orlando, FL 32811

CANCELLATION

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, THE ISSUING INSURER WILL ENDEAVOR TO MAIL 30 DAYS WRITTEN NOTICE TO THE CERTIFICATE HOLDER NAMED TO THE LEFT, BUT FAILURE TO MAIL SUCH NOTICE SHALL IMPOSE NO OBLIGATION OR LIABILITY OF ANY KIND UPON THE INSURER, ITS AGENTS OR REPRESENTATIVES.

AUTHORIZED REPRESENTATIVE
Byron Holton/CAF

ACORD 25 (2001/08) ©ACORD CORPORATION 1988

SAMPLE

EXAMPLE CERTIFICATE OF INSURANCE

Labor Rules & Regulations

RULES AND REGULATIONS FOR

ORLANDO, FLORIDA

To assist you in planning for your participation in this upcoming exposition, we ask that you read the following rules and regulations:

EXHIBIT INSTALLATION AND DISMANTLING:

Full-time employees of the exhibiting company may set their own exhibits without assistance from AGS Expo labor. Any labor services that may be required beyond what your regular fulltime employees can provide must be rendered by the AGS Expo Services. Labor can be ordered in advance by returning the Display Labor form, or on show site at the AGS Service Center.

MATERIAL HANDLING:

Exhibitors may hand-carry their own materials into the exhibit facility. The use or rental of dollies, flat trucks and other mechanical equipment, however, is not permitted. AGS Expo Services will control access to the loading docks in order to provide for a safe and orderly movein/out. Only full-time employees of the exhibiting company will be allowed to hand-carry items. Unloading or reloading at the dock of any and all contracted carriers must be handled by AGS Expo Services.

TIPPING:

AGS Expo Services requests that exhibitors do not tip our employees. They are paid at an excellent wage scale denoting a professional status, and we feel that tipping is not necessary. This applies to all employees. Any request for such should be brought to the attention of an AGS representative at the service desk or correspondence may be directed to the attention of the General Manager at the office address.

SAFETY:

Standing on chairs, tables, or other rental furniture is prohibited. This furniture is not engineered to support your standing weight. AGS Expo Services cannot be responsible for injuries or falls caused by the improper use of this furniture. If assistance is required in assembling your booth, please order labor on the Display Labor order form and the necessary ladders and tools will be provided.

Shipping & Material Handling

Information and Order Forms

Material Handling & Rates 24
Reducing Material Handling Costs 28
Freight Re-Route Policy 29
Shipping Addresses 30
Material Handling Order Form 31
Premium Return Service 32
Cartload Service Order Form 33
Terms & Conditions of Contract - Material Handling Services 34
UPS Freight Shipping 39

Return to Contents

Material Handling Information & Rates

The following information has been compiled by AGS for use by exhibitors and all third-party contractors to inform you of rates and rules regarding proper shipping and handling to and from your event. If you require more information regarding specific services or have issues regarding material handling at your event, please call our Event Services Department or contact us via email at eventservices@ags-expo.com

SHIPPING INFORMATION

Shipment Pick-ups & Deliveries

Drivers will be required to record their shipments at the Exhibit Site Check-In Area and then they will be directed to the proper freight door for loading and unloading. This includes access to any POV ramps.

Material Handling Order Form

Please make sure to submit your Material Handling Order Form to AGS. This will ensure the proper handling of exhibit materials.

All shipments delivered to either the exhibit site or the advanced warehouse require a delivery slip showing the number of pieces, weight and type of merchandise. Surcharges apply to all shipments that arrive without proper piece-count and/or weight ticket information. This includes bulk consignment carriers such as FedEx and UPS Package.

Basic Tips for Shipping

- Securely pack all items for shipping and remove old shipping labels.
- Fill out and apply shipping labels with appropriate address, company name, booth number and consign all shipments c/o AGS Expo Services.
- Send your Material Handling Order Form to AGS to ensure their arrival.
- Check with AGS as to the receipt of your shipped packages.
- All shipments must have a bill of lading or delivery slip indicating the number of pieces and weight.
- Certified weight tickets must accompany all shipments.
- Do not ship loose items to the advanced warehouse. All materials should be packaged appropriately.

Drivers will be required to submit a CERTIFIED WEIGHT TICKET when recording their shipment at the Exhibit Site Check-In Area. AGS Expo Services reserves the right to refuse such shipments until a certified weight ticket is presented.

NOTE: Shipments received without receipts, freight bills or specified unit counts on receipts or freight bills (e.g. one lot, 800 cu. ft., etc.) from carriers such as FedEx or UPS Package, will be delivered to the exhibitor's booth without guarantee of piece-count or condition. No liability will be assumed by AGS Expo Services for such shipments. In the event no weight is indicated on the documents presented, AGS Expo Services shall estimate the weight and charges will be based on the estimate. These charges will not be subject to adjustment.

Please ensure that copies of all shipping information are sent to the person or company in charge of installing your display. This will assist in locating any packages that are missing or fail to arrive.

Insurance

Be sure your materials are insured from the time they leave your company until they are returned after the event. It is suggested that exhibitors arrange all-risk coverage. This can usually be done by adding riders to existing policies. Each event is different. As a result, certain facilities provide different levels of security for exhibitors and their materials. In most cases, security is arranged by the association or event management but is not always available during certain times of the event. Please take every precaution to secure items in your booth. During move-out, never leave packed materials in your booth unsupervised. AGS always requires exhibitor supervision of outbound packages to ensure their safe transfer.

Material Handling Information & Rates

Shipping Labels

All packages must be clearly labeled with the appropriate address, booth number and consignment information. Please remember to remove all old labels from your shipping containers as this will ensure that there is no confusion over booth number, addresses or other erroneous information not related to this specific event.

Crates & Material Packaging

Ensure that your containers are properly maintained or replaced to prevent the damage of any internal items during shipping and handling. Please understand that all containers associated with shipping are considered protection and are therefore not covered if damaged during shipping and handling. These containers are designed to take external forces in order to protect their internal contents.

Rate Classification

Advance Shipments to Warehouse - Services & Rates

Advance shipments will be accepted at the AGS Expo Services advance warehouse and allowed up to 30 days storage if delivered by the deadline date provided in this Service Manual. These shipments should be consigned AGS Expo Services c/o UPS Freight and labeled with the appropriate event and booth number.

This service includes material unloading at the warehouse, storage up to 30 days, delivery to the exhibit site, unloading and delivery to the exhibitor's booth, storage of empty containers during the event, pick-up at the close of the show, handling to the loading area and reloading on outbound truck(s). The ROUND TRIP RATE of **$62.00** with a **200 lb. minimum** applies for each 100 lbs. or fraction thereof per shipment.

Overtime Charges on Advance Shipments

An overtime surcharge for shipments unloaded at the warehouse after 4:30 pm on weekdays, anytime on Saturday/Sunday/Holidays will be applied based on the Advance Shipment Rate, for each 100 lbs. or fraction thereof per shipment. Additionally, when warehouse freight must be moved into the exhibit site on overtime due to scheduling conflicts beyond the control of AGS Expo Services, overtime charges will be applied. This charge will be invoiced in addition to those rates on all shipments subject to overtime charges. The surcharge applicable to overtime shipments is **$18.60** with a **200 lb. minimum.**

Off-Target Charges on Advance & Direct Shipments

Shipments unloaded after the Advance Receiving Deadline Date or prior to Direct Receiving for exhibitor move-in will be subject a 30% off-target service charge based on the Advance or Direct Shipment Rate (which ever applies), for each 100 lbs. or fraction thereof per shipment, unless the shipment was handled by the official carrier. Charges for off-target delivery methods may also apply. Such off-target shipments cannot be guaranteed advance delivery to the show site.

Direct Shipments to Exhibit Site - Services & Rates

Shipments for direct delivery to the exhibit site should be scheduled to arrive by the date and times set forth in the Shipping Information section of this Exhibitor Service Manual. These shipments should be consigned to AGS Expo Services c/o Caribe Royale Orlando and labeled with appropriate show name and booth number.

Materials will be unloaded from exhibitor's trucks or trucks of other carriers at the exhibit site; delivered to the exhibitor's booth; storage of empty containers during the event; picked-up at the close of the event; moved to the loading area; and reloaded on trucks. The ROUND TRIP RATE of **$59.00** with a **200 lb. minimum** applies for each 100 lbs. or fraction there of per shipment.

Material Handling Information & Rates

Overtime Surcharges at Exhibit Site

Overtime charges on inbound shipments will be in effect if:

- a vehicle checks-in at the Exhibit Site Check-In Area after 4:30 PM on weekdays or anytime on Saturday/Sunday/Holidays.

Overtime charges on outbound shipments will be in effect if:

1. Your shipment is loaded after 4:30 PM on the day the exhibit closes.
2. Your carrier checks-in at the Exhibit Site Check-In Area after 4:30 PM on weekdays or anytime on Saturday/Sunday/Holidays.
3. Additionally, when freight must be moved out of the exhibit site on overtime due to scheduling conflict beyond the control of AGS Expo Services, overtime charges will be applied. An overtime surcharge based on the exhibit site rates for each 100 lbs. or fraction thereof per shipment will be invoiced in addition to those rates on all shipments.

Overtime charges at the exhibit site subject to overtime rates:

- for each 100 lbs. or fraction thereof per shipment, the rate is **$17.70** with a **200 lb. minimum.**

Special Handling - Shipments or Equipment Requiring Special Handling

This classification applies to but is not limited to moving van shipments or shipments by any trucks which because of their truck bed height cannot be unloaded at the docks and/or the shipment is packed in such a manner as to require special handling (i.e. loose display parts, uncrated equipment, etc.) regardless of the kind of carrier or vehicle used and/or the description of the shipment is such that the type of materials or equipment cannot be determined (e.g. 1 lot; many assorted pieces, etc.). This also includes shipments delivered by carriers such as FedEx, UPS Package and other parcel style carriers with bulk consignment.

Materials will be unloaded from moving vans, exhibitor's truck or trucks of other carriers at the exhibit site; delivered to the exhibitor's booth; stored as empty containers during the event; picked-up at the close of event; moved to the loading area; and reloaded on trucks.

The rate of **$88.50** with a **200 lb. minimum** applies for each 100 lbs. or fraction thereof per shipment.

NOTE: In the event crated materials are combined in a shipment with materials packed in such a manner as to require special handling (see above), AGS Expo Services will invoice such shipments at the rates applicable to the classification of the materials, PROVIDED the Bill of Lading clearly identifies the weight of the crated materials and the weight of the other materials. If the Bill of Lading does NOT identify the weights of the various classifications, the entire shipment will be invoiced at the Special Handling Rate and will not be subject to adjustment.

Small Package Rates

Small Package Rates ONLY apply to direct deliveries to the exhibit site and should be scheduled to arrive on the dates and times set forth in the Shipping Information section of this Exhibitor Service Manual. These shipments should be consigned to AGS Expo Services c/o Caribe Royale Orlando and labeled with appropriate show name, company name and booth number. Such items considered small packages are cartons, envelopes and other non-crated items that have a maximum weight of 30 lbs. per shipment, per delivery, per day, by the same carrier. This includes FedEx and UPS Package shipments. Materials will be unloaded from the dock or trucks, at the exhibit site and delivered to the exhibitor's booth.

This INBOUND ONLY RATE applies to small packages with a total shipment weight of 30 lbs. or a fraction thereof where

Material Handling Information & Rates

Small Package Rates (Cont.)

the first piece is $45.00 and each subsequent piece is $15.00. If the total weight of the shipment exceeds 30 lbs, the shipment will be subject to standard Material Handling service fees, or that which applies, depending upon time of arrival and other policies surrounding its receipt (i.e. special handling). A 15% surcharge may be applied on all items delivered without documentation or by carriers such as FedEx, UPS Package and other parcel style carriers with bulk consignment.

Premium Return Services

AGS offers Premium Return Service for material handling storage at this event. This service includes all classifications of material handling storage listed in this Material Handling Information & Rates section. This service will provide priority return of stored materials at the close of the event. All materials labeled for Premium Return Service will be guaranteed first return. This service has limited availability and is based on storage capacity of the event venue. This is not an alternative to material handling. Material handling services must be established prior to ordering this service. The base fee for this premium service to return empty storage containers at the close of show is $145.00 for the first 3 containers. An additional surcharge applies per container thereafter, as specified on the Premium Return Service Order Form.

Outgoing Shipments

To assist you in setting-up your outgoing shipments, AGS Expo Services will have a shipping desk located at the AGS Service Center where labels, Bills of Lading and shipping information will be available.

Freight Re-Route Policy

At the close of the show, if carriers fail to pick-up or refuse to accept shipments, or no disposition is provided by the exhibitor, AGS Expo Services reserves the right to either re-route such shipments or materials via the Official Show Carrier, or dray back to the warehouse and await instructions from the exhibitor. If the shipment is drayed back to the warehouse, a Service Fee of $300.00 or $0.30/lb (whichever is greater) will be assessed by AGS in addition to any fees applied by the Official Show Carrier for transportation and/or storage. AGS is not responsible for the assignment of fees or charges made by the carrier in association with freight re-routes or dray backs. No liability will be assumed as a result of such re-routing or handling.

Reducing Material Handling Costs

To reduce material handling costs related to labor, we recommend sending your goods all together in one shipment. For each 100 lbs. or fraction thereof per shipment, AGS sets a graduated flat rate with a 200 lb. minimum. It is important to carefully read the Material Handling section of this Exhibitor Service Manual. This section also outlines the overtime and forced freight policies.

TIPS FOR SENDING TO:

THE ADVANCE WAREHOUSE

- When using the advance warehouse, all shipments must arrive by the predetermined date and times. This information can be found on the Material Handling Order Form, or in the Show Information section of this Exhibitor Service Manual.
- The advance shipment deadline date is always one week prior to the first day of exhibitor move-in.
- Avoid sending shipments after the advance warehouse deadline date. Though packages will be accepted, your account will be charged an off-target fee and a separate delivery charge may be incurred.
- Avoid sending small packages to the advanced warehouse. Each separate shipment is charged a 200 lb. minimum at the Advanced Material Handling Rate regardless of size or weight. Observing this can cut your costs drastically.

THE SHOW SITE

- When sending shipments direct to show site, ensure that each package has its packing slip or shipping bill indicating the number of pieces and weight. To ensure the accuracy of material handling charges, AGS may weigh shipments as they arrive and compare the results to the Bill of Lading. A weight ticket will be attached to the receiving paperwork for any shipments that are adjusted. On-site weighing may be accepted as actual weight or shipments may be refused without a certified weight ticket. In such cases where on-site weighing is necessary, you may be assessed a fee for this service.
- Items that arrive before the scheduled move-in times or during the show will be assessed an off-target fee or may fail to be accepted.
- Many times shipments arrive piecemeal and require sorting. To avoid sorting fees related to bulk consignment carriers, try to send shipments together and avoid package carriers such as FedEx and UPS Package.

Here are some common mistakes that can result in higher material handling charges:

- Multiple small shipments arriving separately - There is a 200 pound minimum per shipment over 30 lbs. (On-site only)
- Missing your target date - If there is no way to avoid missing your target date, contact AGS.
- No certified weight ticket accompanying your shipments.

EXAMPLE OF SAVINGS

Received - ***Multiple Shipments***

51 lbs.	charged @ $62.00per cwt. 200 lbs. min. = $124.00	
43 lbs.	charged @ $62.00 per cwt. 200 lbs. min. = $124.00	
64 lbs.	charged @ $62.00 per cwt. 200 lbs. min. = $124.00	**TOTAL =$372.00**

Received - ***Single Shipment***

(3 pcs) 158 lbs.	charged @ $62.00 per cwt. 200 lbs. min. = $124.00	**TOTAL =$124.00**

SAVE $225.08

Freight Re-Route Policy

AGS wants to ensure that your materials reach their intended destination. Therefore, any unconsigned shipments left in the exhibit hall after dismantling hours will be shipped via the official show carrier at the expense of the exhibitor. Please read the important information below to help avoid having your freight re-routed.

Driver Check-in: Saturday, February 28th by 7:00 PM

Freight Re-Route Time: Saturday, February 28, 2015 at 7:01 PM

What is Freight Re-Route?

A "re-route" occurs when a carrier does not check-in or show-up at the dock for the consigned freight. We want to make sure each exhibitor gets their first choice of a carrier and therefore no freight is re-routed until we must move it to complete the contracted move-out agreement between show management, the convention center and AGS Expo Services.

Bill of Lading

Each exhibitor is responsible for turning in an AGS Bill of Lading to the AGS Service Center after dismantling is finished and all boxes/crates/materials are packed and labeled. The Bill of Lading is the official "permission" by the exhibitor to allow the removal of freight from the booth to the carrier of choice (personal vehicle, truck, van line, air freight, etc.).

Official Show Carrier

The official show carrier is on-site as a convenience to exhibitors and to service show management and is by no means the only choice available. Exhibitors are welcome to use either the official carrier or an Exhibitor Appointed Carrier. Rates may be negotiated in advance by calling the official show carrier.

Other Carriers

If freight is consigned to a service carrier other than the official show carrier, that carrier must check-in with the loading dock by the time specified above. Show management, AGS Expo Services and the official show carrier cannot be responsible for checking with all designated carriers. If you have chosen a carrier other than the official show carrier, we require that someone from your company remain with the shipment until it is picked-up. Many times, a reminder phone call to your carrier will ensure the official time window is adhered to and your freight is picked up successfully.

Freight Re-Route Contact

In the event that your freight is re-routed by AGS, please contact our Event Services Department during regular business hours Monday through Friday from 8:00 am – 5:00 pm at 407.292.0025 to obtain tracking and destination information.

Shipping Addresses

Below are the advance warehouse and direct shipping addresses for your event. Please label each package/container as indicated here followed by the appropriate address for advance or direct shipments.

Name of Exhibiting Company

Southern Exposure 2015

Booth #:_____

PLACE APPROPRIATE ADDRESS HERE

FROM OPTIONS BELOW

Advance Shipments to Warehouse

AGS Expo Services
c/o UPS Freight
c/o JM Logistics
3315 Maggie Blvd. Suite 300
Orlando, FL 32811

Delivery Window

- Deliveries only accepted between 1/30/15 - 2/20/15
- Receiving Dock Open - 8:00 am - 4:30 pm Monday through Friday
- Shipments received after the advance receiving deadline will be assessed an off-target fee and cannot be guaranteed for advanced delivery to show site. Separate fees may apply for delivery of off-target freight.

Direct Shipments to Exhibit Site

AGS Expo Services
c/o Caribe Royale Orlando
Grand Sierra Ballroom / Pavillion Tent
8101 World Center Dr.
Orlando, FL 32821

Delivery Window

- Friday, February 27, 2015 - 8:00 AM - 5:00 PM
- Saturday, February 28, 2015 - 6:00 AM - 11:00 AM
- All booths must be set by 11:00 AM on Saturday, February 28, 2015.

Fresh Produce Shipments

DiMare Fresh - Tampa
Attn: Faye Westfall
8150 Eagle Palm Drive
Riverview, FL 33578

Delivery Window

- Deliveries ONLY accepted between 2/18/15 - 2/25/15 Any shipments received outside of these dates will not be accepted.
- The Fresh Produce Shipping Form MUST be sent prior to DiMare Fresh receiving your product.

Please note:

- Delivery restrictions apply to all methods of receiving. Please make sure that your packages are being sent to the appropriate address during the scheduled arrival windows. If you feel your packages will miss the posted arrival dates and time, please contact our Event Services Department immediately to ensure their proper receipt.
- Mislabeled packages have the potential of being refused at show site. Please remember to include ***AGS Expo Services c/o Caribe Royale Orlando or*** UPS Freight on all packages sent to either the advance warehouse or direct shipments to exhibit site AND remove all old labels from packaging.

Southern Exposure 2015
Caribe Royale Orlando
Orlando, FL
February 27 - 28, 2015

Discount Price Deadline Date
FEBRUARY 13TH
Method of payment must accompany your order

AGS EXPO SERVICES

Company Name	Tel #	Booth Number
Billing Address	Email	
City / State / Zip	Signature	

Material Handling Order Form

Please use this form to indicate how much incoming freight AGS can expect from your company. We understand that your calculation is only an estimate and adjustments will be made according to the actual weight listed on the inbound Bills of Lading. If you have any questions about material handling, please refer to the forms in this Exhibitor Service Manual titled *"Shipping Instructions and Material Handling."*

MATERIAL HANDLING RATES (DEADLINE DATES)

Advanced Warehouse - (1/30/15 - 2/20/15)
- $62.00 per 100 lbs, 200 lbs min.

Direct to Show Site - (2/27/15 - 2/28/15)
- $59.00 per 100 lbs, 200 lbs min.

Fresh Produce - (2/18/15 - 2/25/15)
- $52.00 per 100 lbs, 200 lbs min.

Special Handling at Show Site - (2/27/15 - 2/28/15)
- $88.50 per 100 lbs, 200 lbs min.

Small Packages - <30 lbs - (Show Site Only)
- $45.00 1st Carton, $15.00 each add., per day

Please note:
- When recording weight, round-up to the next 100 lbs. Example: 235 lbs. = 300 lbs., 3 x Material Handling Rate per 100 lbs.
- **A 30% Overtime Surcharge will be applied for any mandatory weekend move-in and/or move-out.**

Advance Shipments to Warehouse

We will ship.... _____ lbs. @ $62.00 per 100 lbs. (200 lbs. min, $124.00 Minimum)

Total Weight _____lbs. x $_____ rate per 100 lbs.= $_____

- *Materials received after the cut-off date will be assessed an off-target charge and cannot be guaranteed advance delivery.*

Direct Shipments to Show Site

We will ship.... _____ lbs. @ $59.00 per 100 lbs. (200 lbs. min, $118.00 Minimum)

Total Weight _____lbs. x $_____ rate per 100 lbs.= $_____

- *Materials received prior to move-in date/time will be assessed an off-target charge or may be refused by the facility.*

Fresh Produce

We will ship.... _____ lbs. @ $52.00 per 100 lbs. (200 lbs. min, $104.00 Minimum)

Total Weight _____lbs. x $_____ rate per 100 lbs.= $_____

- *Accepted 2/19/14 - 2/26/14 ONLY. The Fresh Produce Shipping Form must be sent to DiMare Fresh prior to receiving your produce.*

Special Handling at Show Site

Special handling applies to items such as machinery or equipment, specially packaged or otherwise, requiring the use of a specialized forklift or excess labor to organize such items and move them from the dock.

We will ship.... _____ lbs. @ $88.50 per 100 lbs. (200 lbs. min, $177.00 Minimum)

Total Weight _____lbs. x $_____ rate per 100 lbs.= $_____

Total Order

Material Handling Services - Subtotal: $_____

Mandatory 30% Overtime Surcharge (Subtotal x 30%): $_____

Total Material Handling Cost: $_____

Mail or Fax to: AGS Expo Services • 4561 SW 34th Street • Orlando, FL 32811
Phone: 407.292.0025 • **Fax:** 407.292.4414
Email: eventservices@ags-expo.com **Web:** www.ags-expo.com

Submit Form

Southern Exposure 2015
Caribe Royale Orlando
Orlando, FL
February 27 - 28, 2015

Discount Price Deadline Date
FEBRUARY 13TH
Method of payment must accompany your order

Company Name	Tel #	Booth Number
Billing Address	Email	
City / State / Zip	Signature	

AGS knows that move-out can be a critical time for your team and the quick return of crates and materials is an important factor. With Premium Return Service you will get return of your crates and boxes as a priority to expedite dismantle and reduce and avoid long move-outs.

QUICK RETURN OF CRATES!

As a white glove AGS service, our team will make every effort to deliver your Premium Return Labels to your booth. However, the exhibitor is ultimately responsible for ensuring that their exhibit materials are properly labeled for show site storage

AVOID LONG DISMANTLES

PREMIUM RETURN SERVICE: $145.00

☐ Yes, we would like ***Premium Return Service***

We are storing: # of Pieces _____ ☐ Crates ☐ Boxes ☐ Fiber Containers ☐ Anvil Case ☐ Other

Service Includes

- The storage of up to three (3) pieces; additional pieces $20.00 per item up to a maximum total piece count of seven (7)
- Priority return of stored materials

Subtotal: $ _____

(add additional pieces): $ _____

Total Order: $ _____

Please Note:

- This is a limited service and we ask that you make your Premium Return Service reservations in advance.
- This is not an alternative to Material Handling. Material Handling services must be established prior to ordering this service.
- All Premium Return Service labeled materials will be returned first. The estimated window of time only certifies priority delivery not an exact time of return.*
- This service must be established prior to the removal of materials from the floor. Labeling is the responsibility of the exhibitor.
- Taxes added where applicable.
- If you should require more than seven (7) pieces for premium return service please call event services at 407-292-0025.

Southern Exposure 2015
Caribe Royale Orlando
Orlando, FL
February 27 - 28, 2015

Discount Price Deadline Date
FEBRUARY 13TH
Method of payment must accompany your order

Company Name	Tel #	Booth Number
Billing Address	Email	
City / State / Zip	Signature	

Cartload Service Order Form

AGS will be offering a cartload service for your event. We will provide equipment and personnel during move-in and move-out to assist you. The maximum capacity for this cartload service is 199 lbs. Limit two cartloads per exhibitor during move-in and two cartloads per exhibitor during move-out. Please see details of service and order form below.

Cartload Rate

$48.00 per cartload trip

Availability of Service

The cartload service begins on **Friday, February 27, 2015** and will be available to exhibitors during scheduled move-in hours only. Move-out will begin on **Saturday, February 28, 2015** and be available to exhibitors during scheduled move-out hours only. Please refer to the Show Information section of this Service Manual for scheduled move-in and move-out times.

Scheduling Cartload Services

Exhibitors who elect to pre-order this service will be given priority access to the loading dock and labor for move-in and move-out. To schedule a cartload service at show site, please visit the AGS Service Center at your event. On-site requests will be provided on a first-come, first-served basis. Exhibitors who have pre-ordered cartload service are asked to check-in at the loading dock.

Limits of Services

This service is only applicable for Privately Owned Vehicles (POVs) or any vehicle that is primarily designated to transport passengers, not cargo or freight. Included in this category are: pickup trucks, passenger vans, taxis and limousines. The maximum carry weight for the cartload service is 199 lbs. Anything greater than 199 lbs. will be assessed appropriate material handling charges. Cartload service does not include the storage of empty containers.

Rates

This service includes the loading/unloading of materials to/from POVs ONLY, delivery and unloading to a single location at the exhibit site or handling to the loading area and reloading on outbound POVs.

The ONE WAY RATE for each cartload weighing 199 lbs. or fraction thereof is $48.00.

- PLEASE COMPLETE THE FORM BELOW AND SUBMIT WITH YOUR METHOD OF PAYMENT -

Date	Time	# of Cartloads	Cartload Rate	Estimated Cost
Example mm-dd-yy	*3:00 PM*	*1*	*$48.00*	*$48.00*
			Total Cartload Service Order:	$

Terms & Conditions of Contract - Material Handling Services

By acceptance of Goods and/or Services provided by AGS Exposition Services, Inc. and/or its carriers, contractors, and agents of each, Customer and any other party with an interest in, or who is benefitted by the Goods and/or Services covered by this Agreement agree to these Terms and Conditions of Contract.

AGS TERMS AND CONDITIONS ARE SUBJECT TO MODIFICATION OR CHANGE AT AGS' SOLE DISCRETION UPON ADVANCE NOTICE TO ANY PARTIES

1. Scope/Binding Effect:

These Terms and Conditions shall be binding upon AGS, Customer, and their respective agents, representatives, Shipper and Consignee, including but not limited to Customer contracted labor such as installation and dismantle companies and personnel, and any other party with an interest in, or who is benefitted by the Goods and/or Services covered by this Agreement. Each shall have the benefit of and be bound by all provisions stated herein, including but not limited to time limitations and limitations of liability. It shall be the Customer's sole obligation to ensure that any such parties described above have received a copy of this Agreement and have consented to these Terms and Conditions.

2. Definitions:

"AGS" refers to AGS Exposition Services, Inc., a Florida Corporation, its agents and employees.

"Carrier" shall refer to motor carriers, van lines, air carriers, and/or air or surface freight forwarders.

"Cold Storage" refers to the holding of Goods in a climate controlled area whether or not said Goods are deemed "perishable".

"Consignee" refers to a party to whom goods are shipped.

"Customer" shall refer to any exhibitor, event participant, or other party requesting from Goods or Services from AGS.

"Goods" refers to exhibits, property, materials, electronic equipment, displays, and commodities of any type for which AGS is requested to provide or otherwise perform Services in relation thereto, such as shipping, drayage, assembly or disassembly in relation thereto.

"HAZMAT" refers to those articles, commodities and/or Goods defined as hazardous in 49 CFR Parts 171-177, as amended from time to time.

"ICCTA" refers to Part B 49 U.S.C. Sections 13101 – 14914, of the ICC Termination Act of 1995, as amended from time to time.

"Services" as referenced herein shall include, but is not limited to: warehousing, storage, transportation, drayage, electrical, rigging, material handling, design, graphics, carpentry, installation and dismantle, logistics and/or all other services provided by AGS and/or its carriers, contractors, and agents of each.

"Shipper" shall refer to any party who tenders Goods to Carrier for transportation.

3. Customer Obligations:

a. Payment for Services. Customer, Shipper, and Consignee shall be jointly liable for all unpaid charges for services performed by AGS and/or its carriers, contractors, and agents of each. Customer authorizes AGS to charge its credit card directly for Goods and/or Services rendered on Customer's behalf at any time, to include after Customer departure from the event, upon placing its order with AGS on-line, via fax, phone or through a work order on site.

b. Credit Terms. All charges are due before Goods are delivered or Services are performed unless other arrangements have been made in advance with AGS. AGS has the right to require prepayment or other written guarantee of the charges at the time of request for Goods and/or Services. A failure to pay timely will result in Customer having to pay in cash in advance for future Goods and/or Services. AGS retains its right to hold Customers' Goods for non-payment and to charge storage and handling fees associated therewith. If a credit card is provided to AGS, AGS is authorized to bill to such credit card at any time for any unpaid charges for Goods and/or Services provided to Customer, including charges for return shipping. Any charges not paid within 30 days of delivery will be subject to interest at 1 ½ % per month until paid.

c. HAZMAT Compliance. Customer is obligated to disclose to AGS and Carrier if Customer's packages contain items that are considered HAZMAT. Customer has the obligation to comply with all applicable laws associated with any HAZMAT materials and ensure that each package is properly and

Terms & Conditions of Contract - Material Handling Services

completely described, is properly marked and addressed, and is packaged adequately to protect the contents during transportation. Customer must provide all documentation for HAZMAT shipping as required by the Department of Transportation. Customer hereby agrees to provide AGS and Carrier with accurate information in order to allow for all proper disclosures to be made on Customer's shipment. Customer is also responsible for all placarding associated with HAZMAT materials.

4. ICCTA Waiver; Mutual Indemnification:

a. ICCTA Waiver. Customer and AGS expressly and mutually waive, to the extent permissible under law, any and all rights and remedies each may have under ICCTA, as amended from time to time, to the extent those provisions conflict with these Terms and Conditions.

b. Customer Indemnification. Customer shall defend, hold harmless and indemnify AGS and its carriers, contractors, and agents of each, from and against any and all claims, lawsuits, demands, liability, costs and expenses, including reasonable attorneys', expert, and consulting fees, and court costs, arising from or relating to any injury to or death of persons, or damage to property other than Goods, arising from or relating to AGS' (and/or its carriers, contractors, and agents of each), performance of Services herein. Customer further agrees to indemnify and hold AGS and its carriers, contractors, and agents of each, harmless for any and all actions or inactions of Customer, its agents, contractors, customers and invitees, and their contractors, representatives and agents, including but not limited to Customer's installation and dismantle companies and personnel, any subtenant, licensee, invitee, or other user of its space or any agents or employees engaged in business on behalf of Customer or present at Customer's invitation, including supervision of labor secured through AGS. Customer's obligations under this provision shall not apply to AGS' own gross negligence and/or willful misconduct. **CUSTOMER ACKNOWLEDGES THAT THE EVENT SITE IS AN ACTIVE WORK ZONE AND CUSTOMER, ITS AGENTS, EMPLOYEES, CONTRACTORS, LICENSEES, INVITEES, CUSTOMERS, SUB-TENANTS, AND THEIR RESPECTIVE AGENTS AND REPRESENTATIVES ARE PRESENT AT THEIR OWN RISK AND ASSUME ALL RISKS ASSOCIATED THEREWITH BY VIRTUE OF THEIR PRESENCE.**

c. AGS Indemnification. To the extent of AGS' own gross negligence and/or willful misconduct, and subject to the limitations of liability set forth in Sections 4 and 5 of this Agreement, AGS shall defend, hold harmless and indemnify Customer from and against any claims, lawsuits, demands, liability, costs and expenses, including reasonable attorney's fees and court costs, resulting from any injury to or death of persons, or damage to property other than Goods. AGS' indemnity obligation under this provision shall not apply to claims for damage to property, bodily injury or death arising: (i) from persons present in areas which have been marked as "off limits to exhibitors"; and/or (ii) when persons are present in the facility prior or subsequent to the effective dates or hours of exhibitor's space lease with event management.

5. Disclaimer And Limitation Of Liability:

UNDER NO CIRCUMSTANCES SHALL ANY PARTY BE LIABLE FOR SPECIAL, INCIDENTAL, CONSEQUENTIAL, INDIRECT OR PUNITIVE DAMAGES, INCLUDING BUT NOT LIMITED TO LOSS OF PROFITS OR INCOME. AGS SHALL BE LIABLE, SUBJECT TO THE LIMITATIONS CONTAINED HEREIN, FOR LOSS OR DAMAGE TO GOODS ONLY IF SUCH LOSS OR DAMAGE IS CAUSED SOLELY AND EXCLUSIVELY BY THE DIRECT, GROSS NEGLIGENCE OR WILLFUL MISCONDUCT OF AGS. NOTWITHSTANDING THE FOREGOING, AND UNDER NO CIRCUMSTANCES, REGARDLESS OF CLAIMED FAULT AGAINST AGS, SHALL AGS BE LIABLE FOR ANY CLAIMS PRESENTED FOR LOSS OR DAMAGE ARISING OUT OF INCIDENTS REFERENCED IN SECTION 6, BELOW. FURTHER, AGS SHALL NOT BE LIABLE FOR LOSS, DAMAGE, OR DELAY THAT RESULTS FROM ACTS OF GOD, WEATHER CONDITIONS, ACT OR DEFAULT OF CUSTOMER, SHIPPER, CARRIER, OR THE OWNER OF THE GOODS, INHERENT NATURE OF THE GOODS, PUBLIC ENEMY, PUBLIC AUTHORITY, LABOR DISPUTES, AND ACTS OF TERRORISM OR WAR.

6. No Liability for Loss or Damage to Goods:

a. Condition of Goods. AGS shall not be liable for damage, loss, or delay to uncrated freight, freight improperly packed, glass breakage or concealed damage. AGS shall not be liable for ordinary wear and tear in handling of Goods or for damage to shrink wrapped Goods. All Goods shall be able to withstand handling by heavy equipment, including but not limited to forklifts, cranes, or dollies. It is the Customer's responsibility to ensure that Goods are packaged correctly prior to shipment or movement on or off the event floor.

Terms & Conditions of Contract - Material Handling Services

b. Receipt of Goods. AGS shall not be liable for Goods received without receipts, freight bills, or specified piece count on receipts or freight bills, or for bulk shipments (i.e., UPS, air freight, or van lines). Such Goods shall be delivered to booth without the guarantee of piece count or condition.

c. Force Majeure. AGS shall not be liable for loss or damage that results from Acts of God, weather conditions, act or default of Customer, shipper, Carrier, or the owner of the Goods, inherent nature of the Goods, public enemy, public authority, labor disputes, and acts of terrorism or war.

d. Cold Storage. Goods requiring cold storage are stored at Customer's own risk. AGS assumes no liability or responsibility for Cold Storage.

e. Empty Storage. AGS assumes no liability for loss or damage to Goods or crates, or the contents therein, while containers are in empty storage. It is Customer's sole responsibility to affix the appropriate labels available at the AGS Service Center for empty container storage, and ensure that any pre-existing empty labels are removed.

f. Freight Re-Route. AGS is not liable for Customer Goods left on the event floor after the event closing deadline, with or without a Material Handling Services/Straight Bill of Lading signed by Customer. It is Customer's responsibility to complete accurate paperwork for shipping and to ensure Customer Goods are properly labeled. If Customer Goods remain on the floor after the event closing deadline, AGS has the right to remove the Customer Goods. AGS is authorized by Customer to proceed in the manner chosen by Customer on the Order of Material Handling Services/Straight Bill of Lading, if one has been completed, or otherwise, to ship Customer Goods at the discretion of AGS and at Customer's expense. AGS shall incur no liability for such shipment. AGS retains the right to dispose of Customer Goods without liability if left on the event floor unattended, without labels or not correctly labeled.

g. Concealed Damage. AGS shall not be liable for concealed loss or damage including but not limited to; glass, electronic equipment, prototypes, original art, uncrated Goods, or improperly packaged or labeled Goods.

h. Unattended Goods. AGS assumes no liability for loss or damage to unattended Goods received at the event site at any time from the point of receipt of inbound Goods until the loading of the outbound Goods, including the entire term of the respective event, show or exhibition. Customer is responsible for adequately insuring its own Goods for any and all risk of loss.

i. Unattended Booth. Relative to inbound shipments, there may be a lapse of time between the delivery of shipment(s) to the booth by AGS and the arrival of the Customer's representative(s) at the booth. Similarly, relative to outgoing shipment(s), it is possible that there may be a lapse of time between the completion of packing and the actual pick-up of Goods from the booth for loading onto a carrier. It is understood that during such times the shipment(s) will be left in the booth unattended. In addition, booths that are attended may still be subject to risk of loss, damage, or theft at the event site. Therefore, it is understood and agreed that AGS shall not be liable for any loss or damage occurring while the Goods are in Customer's booth at any time, whether or not the booth is, or is not attended by Customer or anyone else. All Material Handling Forms and/or Straight Bills of Lading covering outgoing Goods submitted to AGS will be checked at the time of pickup from the booth and corrections to the count or condition will be documented where discrepancies exist.

j. Special Handling Needs. AGS shall not be liable for any loss, damage, or delays incurred during the handling of Goods requiring special devices or facilities to properly load, place, or reload, unless advance notice has been given to AGS in time to obtain the proper equipment or facilities. It is at the sole discretion of AGS to refuse the movement or acceptance of such Goods in cases where equipment or facility limitations exist. It will be the sole responsibility of the Customer to arrange for any such special needs with AGS, or alternate servicing agents where such special needs cannot be procured by AGS, except for locations where liability assignment, contractual limitation, local law or jurisdiction prohibits such agents from performing any such special handling needs.

7. AGS Not a Bailee or Shipper/ AGS Retained Authority to Substitute Carriers:

a. AGS Not Bailee or Shipper. The Customer agrees in connection with the receipt, handling, temporary storage and reloading of its Goods that AGS will provide these services as Customer's agent and not as a bailee or shipper. If any agent or employee of AGS signs a delivery receipt, Bill of Lading or other document, Customer agrees that AGS will

Terms & Conditions of Contract - Material Handling Services

do so as the Customer's Agent and the Customer accepts all liability and responsibility for loss, damage, theft, or delay thereof.

b. AGS Retained Authority to Substitute Carriers. In order to expedite removal of Goods from the event site, AGS shall have the authority to change designated carriers if such carriers do not pick-up Customer's Goods on time.

8. Measure of Damage:

a. Sole Relief. If found liable for any loss, AGS' sole and exclusive maximum liability for loss or damage to Customer's Goods is limited to $.50 (USD) per pound with a maximum liability of $100.00 (USD) per container, or $1,500.00 (USD) per shipment whichever is less.

b. Labor. AGS assumes no liability for loss, damage, death, or bodily injury arising out of Customer's supervision of AGS provided union labor. If AGS supervises labor for a fee, AGS shall be liable only for actions or claims arising out of its grossly negligent supervision or willful misconduct. Such liability shall be limited to the cost to Customer of the supervised labor or the depreciated value of the Goods, whichever is less. If Customer elects to use unsupervised labor, then Customer assumes all liability for the actions or claims that arise out of such work, including but not limited to loss, damage to property, Goods, death, or bodily injury and shall indemnify AGS and event management, to include reasonable defense costs, attorney's, expert, and consulting fees and court costs, for any claims that result from Customers' supervision or failure to supervise assigned labor.

9. Miscellaneous:

a. Insurance. AGS IS NOT AN INSURANCE COMPANY AND DOES NOT OFFER OR PROVIDE INSURANCE. It is the obligation of Customer to ensure Goods are insured at all times. Loss or theft of the Goods in storage or in transit to and from the event and or while on the event floor is in the sole responsibility of Customer. AGS recommends Customer arrange for "All Risk" Coverage.

b. Notice of Loss or Damage. In order to have a valid claim, notice of loss or damage to Goods must be given to AGS or its agent within 24 hours of occurrence (as evidenced in an Incident Report completed at event site by AGS) or delivery of outbound Goods.

c. Filing of Claim. Any claim for loss or damage to Goods must be in writing, containing facts sufficient to identify the Goods, asserting liability for alleged loss or damage, and making claim for the payment of a specified or determinable amount of money. Such claim must be filed with AGS within the time limits specified herein or it is completely and irrevocably waived and barred. Damage reports, incident reports, inspection reports, notations of shortage or damage on freight bills or other documents, DO NOT and SHALL NOT constitute the filing of a claim.

i. Claims for Goods alleged to be lost, stolen or damaged at the event site must be received in writing by AGS within 30 days after the close of the event.

ii. Claims for Goods alleged to be lost or damaged during transit must be received in writing by AGS within thirty (30) days after the date of delivery of Goods to or from the event site.

In the event of a dispute with AGS, Customer shall not withhold payment or any amount due AGS for Services as an offset against the amount of the alleged loss or damage. Customer agrees to pay AGS prior to the close of the event for all such charges and further agrees that any claim Customer may have against AGS shall be pursued independently by Customer as a separate action to be resolved on its own merits. AGS retains the right to pursue collection on amounts owed after event close, without regard to any amount alleged to be owed for damage, or loss.

d. Filing of Suit. Any action at law regarding loss or damage to Goods must be filed within one (1) year of the date of declination of any part of a claim.

10. Jurisdiction, Choice of Forum; Prevailing Party Fees:

This Agreement shall be governed by and construed in accordance with the laws of the State of Florida. The parties hereby submit to jurisdiction and venue in the United States District Court, Middle District of Florida, Orlando Division, or the appropriate State Courts of Orange County, Florida. In any action arising from or relating to this Agreement, including the collection of any sums owed AGS, the prevailing party shall be entitled to recover reasonable attorneys' fees and taxable costs at all trial and appellate levels.

Terms & Conditions of Contract - Material Handling Services

11. Advanced Warehousing/Temporary Storage/Long Term Storage:

All terms and conditions relative to Advanced Warehousing/ Temporary Storage/Long Term Storage are contained in separate agreements titled "Storage Agreement". In the event that a Storage Agreement is not executed between the parties, the following shall apply with respect to AGS' liability for Customer's Goods. The responsibility of AGS with respect to Customer's Goods is limited to the exercise of ordinary care and diligence in handling and storing of Customer's Goods. AGS shall be liable only for loss or damage to Goods caused by AGS' sole and exclusive gross negligence. AGS' liability is limited to $.50 (USD) per pound with a maximum liability of $100.00 (USD) per container, or $1,500.00 (USD) per shipment whichever is less. In case of partial loss or damage, the maximum liability shall be prorated based on weight. AGS is not responsible for any loss or damage to Goods caused by, but not limited to fire, theft, the elements, vandalism, moisture, vermin, mechanical breakdown or failure, freezing or changes in temperature, as well as any other causes beyond AGS' immediate control. AGS is not responsible for the marring, scratching or breakage of glass or other fragile items. AGS is not liable for the mechanical functions of instruments or appliances even if such articles are packed or unpacked by AGS. In no event shall AGS be liable for special, incidental, indirect or consequential damage, including loss of profits or income of any kind resulting from any damage to or loss of the Goods. Customer pays storage fees and/or costs for advance warehousing for use of the space only. There is no guarantee of security or representations made by AGS as to appropriateness of the conditions for Customer's Goods. The risk of loss remains Customer's alone and AGS recommends the Customer carry and maintain insurance in amounts sufficient to cover its risk. AGS IS NOT AN INSURANCE COMPANY AND DOES NOT OFFER OR PROVIDE INSURANCE. It is the obligation of Customer to ensure Goods are insured at all times. Loss or theft of the Goods in storage or in transit to and from the event and or while on the event floor is in the sole responsibility of Customer. AGS recommends Customer arrange for "All Risk" Coverage.

These terms apply to your order.

UPS Freight℠ Trade Show Services

Simplified shipping solutions

Inbound to the show

- Contact with a trade show specialist provides the right solution for moving your exhibit to and from the show—well before it begins.
- Advance warehousing streamlines the shipping process prior to shows and ensures priority delivery to the show floor.
- Round-the-clock tracking capabilities give you real-time information on exhibit materials and your booth.

Outbound from the show

- On-site UPS representatives advise on freight and package transportation options.
- Our full range of freight and package services includes ground or air service, as well as guaranteed * and time-definite urgent services.
- Coordinated package and freight pickups at the show help get you to the airport on time.

Contact Trade Show Services at 800.988.9889 or via email at tradeshow@upsfreight.com.

* In the event that UPS Freight fails to deliver the shipment by the agreed time and date, freight charges will be canceled. UPS Freight is not liable for any consequential damages arising from failure to deliver as agreed. See UPS Freight's Tariff and Terms and Conditions at ltl.upsfreight.com and any other applicable contract, as other restrictions may apply.

A complete range of services from the carrier you know and trust

Freight services:

- Ground freight
- Air freight
- Urgent

Package services:

- Ground
- Air
- International

UPS Freight℠ Trade Show Services

Dedicated trade show experts available at 800.988.9889 or via email at tradeshow@upsfreight.com

Full range of services

Urgent

- Time-specific delivery by air or ground
- Expedited air and ground to and from shows

Standard

- Intact and on-time delivery from coast to coast or within the same city (two to five days, standard time)

Package

- On-site coordination of package and freight shipping

Tips for smoother trade show shipping

- Remove all old shipping labels and affix new shipping labels.
- Take advantage of our advance warehouse capabilities to eliminate tight delivery windows.
- Include deliver-by date on bill of lading for advance warehouse shipments.
- Include target (move-in) date on bill of lading if shipping directly to show site.
- Include booth number and phone number on bill of lading and on freight and package labels.

* In the event that UPS Freight fails to deliver the shipment by the agreed time and date, freight charges will be canceled. UPS Freight is not liable for any consequential damages arising from failure to deliver as agreed. See UPS Freight's Tariff and Terms and Conditions at ltl.upsfreight.com and any other applicable contract, as other restrictions may apply.

Online resources

- 24/7 shipment tracking provides real-time visibility
- Electronic bills of lading streamline shipment processing

Visit us at:
upsfreight.com/tradeshow
or call 800.988.9889

© Copyright United Parcel Service of America, Inc. UPS, the UPS brandmark and the color brown are trademarks of United Parcel Service America, Inc. All rights reserved.
0197056 3/07

Multimodal capabilities

☐ **STRAIGHT BILL OF LADING - ORIGINAL - NOT NEGOTIABLE**

UPS Freight®

Place Pro Label Here

EXHIBITION MATERIALS

Exhibit Transportation Assistance
800-988-9889
www.upsfreight.com/tradeshow

DATE _____ **B/L NO.** _____ **KEYWORD** SHOW

SHIPPER: COMPLETE BLOCKS 1-8

❶ FROM: SHIPPER NAME (EXHIBITOR)		
C/O		
ADDRESS		
CITY	STATE	ZIP CODE
SHOW NAME		BOOTH #

❷ TO: CONSIGNEE NAME		
C/O		
ADDRESS		
DESTINATION CITY	STATE	ZIP CODE
SHOW NAME		BOOTH #

❸ INVOICE CHARGES TO (THIRD PARTY)		
ADDRESS		
CITY	STATE	ZIP CODE
ATTN:	PHONE NUMBER	

❹ **FREIGHT CHARGES ARE** ☐ **COLLECT** ☒ **PREPAID**

❺ **SPECIAL INSTRUCTIONS**

❻ **IF GOING TO SHOW, CHECK ONE**

☐ **ADVANCE WAREHOUSE ➞ DELIVER BY** _____

☐ **SHOW SITE ➞ TARGET/MOVE-IN DATE** _____

❼ # OF PIECES	HM	DESCRIPTION OF ARTICLES, SPECIAL MARKS AND EXCEPTIONS	WEIGHT	CLASS
		CRATE EXHIBITION MATERIALS, BOOTHS, ETC. (154630)		125
		CARTON EXHIBITION PARAPHERNALIA (154630)		125
		SKID EXHIBITION PARAPHERNALIA (STC _____ CTNS) (154630)		125
		ROLL EXHIBIT MATERIAL/CARPET (COLOR _____) (154630)		125
		FIBER CASE/TRUNK (COLOR _____) (154630)		125
				125
				125
				125
				125

HAZARDOUS MATERIALS
EMERGENCY CONTACT NUMBER: _____

CARRIER LIABILITY: Carrier liability for loss or damage will be the lesser of (1) the actual invoice value of the commodities or article(s) lost, damaged or destroyed; or * (2) the amount determined from applicable limited liability provisions of the NMFC; or (3) the limited liability as stated in the applicable governing tariffs, unless **Excess Declared Value Coverage is specifically requested along with the amount of coverage needed in writing on the bill of lading at the time of shipment and applicable charges are paid. Maximum carrier liability is limited to $25.00 per pound per package and $100,000 per shipment. Liability for commodities or articles other than new is limited to $.10 per pound per package (and up to a maximum $2.50 per pound per package when Excess Declared Value Coverage is requested). Liability for specific commodities or articles described in the UPGF 102 rules tariff item 166 section 5 is limited to $2.00 per pound per package. Liability for commodities or articles subject to an exception rating (FAK) is limited as described in the tariff. Certain items may be subject to a limited declared value, with a choice of rates under the tariff. You are advised to review the applicable tariff provisions before stating a value. *** Refer to the current tariff UPGF 102 series for complete details. *Where a "rate" is dependent on a released, declared or actual value in the NMFC, the released, declared or actual value of the property is hereby specifically stated by the shipper to be not exceeding

_____per_____ .**Shipper requests Excess Declared Value Coverage in the amount of $_____

By accepting this Bill of Lading, the General Contractor assumes no responsibility for shipments left in booth by exhibitor. All materials are subject to final count and correction at time of actual removal from booth.

RECEIVED, subject to individually determined rates or contracts that have been agreed upon in writing between the carrier and shipper, if applicable, otherwise to the rates, classifications and rules that have been established by the carrier and are available to the shipper, on request; *** the property described above in apparent good order, except as noted (contents and condition of contents of packages unknown) marked, consigned, and destined as shown below, which said carrier agrees to carry to destination, if on its route, or otherwise to deliver to another carrier on the route to destination. Every service to be performed hereunder shall be subject to all the conditions not prohibited by law, whether printed or written, herein contained, including the conditions on the back hereof, which are hereby agreed to by the shipper and accepted for himself and his assigns. Where a third party bill to or broker exists, carrier holds both the shipper and consignees liable for freight charges.

Subject to Section 7 Terms and Conditions, if this shipment is to be delivered to the consignee without recourse on the consignor, the consignor shall sign the following statement. The carrier may decline to make delivery of the shipment without payment of freight and all other lawful charges.

(Signature)_____

This is to certify that the above named materials are properly classified, described, packaged, marked and labeled and are in proper condition for transportation according to the applicable regulations of the Department of Transportation.

❽ EXHIBITOR/COMPANY NAME		CARRIER UPS Freight		
SIGNATURE	PRINT NAME	DRIVER	DATE	PIECES RECEIVED

GF704

MARK "X" IN "HM" COLUMN FOR HAZARDOUS MATERIALS *** Now available at www.upsfreight.com - UPGF 102 Series Rules Tariff

RULES

▲ UNIFORM BILL OF LADING TERMS AND CONDITIONS

Sec. 1. (a) The carrier or the party in possession of any of the property described in this bill of lading shall be liable as at common law for any loss thereof or damage thereto, except as hereinafter provided.

(b) No carrier shall be liable for any loss or damage to a shipment or for any delay caused by an Act of God, the public enemy, the authority of law, or the act or default of shipper. Except in the case of negligence of the carrier or party in possession, the carrier or party in possession shall not be liable for loss, damage or delay which results: when the property is stopped and held in transit upon request of the shipper, owner or party entitled to make such request; or from faulty or impassable highway, or by lack of capacity of a highway bridge or ferry; or from a defect or vice in the property; or from riots or strikes. The burden to prove freedom from negligence is on the carrier or the party in possession.

Sec. 2. Unless arranged or agreed upon, in writing, prior to shipment, carrier is not bound to transport a shipment by a particular schedule or in time for a particular market, but is responsible to transport with reasonable dispatch. In case of physical necessity, carrier may forward a shipment via another carrier.

Sec. 3. (a) As a condition precedent to recovery, claims must be filed in writing with: any participating carrier having sufficient information to identify the shipment.

(b) Claims for loss or damage must be filed within nine months after the delivery of the property (or, in the case of export traffic, within nine months after delivery at the port of export), except that claims for failure to make delivery must be filed within nine months after a reasonable time for delivery has elapsed.

(c) Suits for loss, damage, injury or delay shall be instituted against any carrier no later than two years and one day from the day when written notice is given by the carrier to the claimant that the carrier has disallowed the claim or any part or parts of the claim specified in the notice. Where claims are not filed or suits are not instituted thereon in accordance with the foregoing provisions, no carrier shall be liable, and such claims will not be paid.

(d) Any carrier or party liable for loss of or damage to any of said property shall have the full benefit of any insurance that may have been effected, upon or on account of said property, so far as this shall not avoid the policies or contracts of insurance, PROVIDED, that the carrier receiving the benefit of such insurance will reimburse the claimant for the premium paid on the insurance policy or contract.

Sec. 4. (a) If the consignee refuses the shipment tendered for delivery by carrier or if carrier is unable to deliver the shipment, because of fault or mistake of the consignor or consignee, the carrier's liability shall then become that of a warehouseman. Carrier shall promptly attempt to provide notice, by telephonic or electronic communication as provided on the face of the bill of lading, if so indicated, to the shipper or the party, if any, designated to receive notice on this bill of lading. Storage charges, based on carrier's tariff, shall start no sooner than the next business day following the attempted notification. Storage may be, at the carrier's option, in any location that provides reasonable protection against loss or damage. The carrier may place the shipment in public storage at the owner 's expense and without liability to the carrier.

(b) If the carrier does not receive disposition instructions within 48 hours of the time of carrier's attempted first notification, carrier will attempt to issue a second and final confirmed notification. Such notice shall advise that if carrier does not receive disposition instructions within 10 days of that notification, carrier may offer the shipment for sale at a public auction and the carrier has the right to offer the shipment for sale. The amount of sale will be applied to the carrier's invoice for transportation, storage and other lawful charges. The owner will be responsible for the balance of charges not covered by the sale of the goods. If there is a balance remaining after all charges and expenses are paid, such balance will be paid to the owner of the property sold hereunder, upon claim and proof of ownership.

(c) Where carrier has attempted to follow the procedure set forth in subsections 4(a) and (b) above and the procedure provided in this section is not possible, nothing in this section shall be construed to abridge the right of the carrier at its option to sell the property under such circumstances and in such manner as may be authorized by law. When perishable goods cannot be delivered and disposition is not given within a reasonable time, the carrier may dispose of property to the best advantage.

(d) Where a carrier is directed by consignee or consignor to unload or deliver property at a particular location where consignor, consignee, or the agent of either, is not regularly located, the risk after unloading or delivery shall not be that of the carrier.

Sec. 5. (a) In all cases not prohibited by law, where a lower value than the actual value of the said property has been stated in writing by the shipper or has been agreed upon in writing as the released value of the property as determined by the classification or tariffs upon which the rate is based, such lower value plus freight charges if paid shall be the maximum recoverable amount for loss or damage, whether or not such loss or damage occurs from negligence.

(b) No carrier hereunder will carry or be liable in any way for any documents, coin money, or for any articles of extraordinary value not specifically rated in the published classification or tariffs unless a special agreement to do so and a stipulated value of the articles are endorsed on this bill of lading.

Sec. 6. Every party, whether principal or agent, who ships explosives or dangerous goods, without previous full written disclosure to the carrier of their nature, shall be liable for and indemnify the carrier against all loss or damage caused by such goods. Such goods may be warehoused at owner's risk and expense or destroyed without compensation.

Sec. 7. (a) The consignor or consignee shall be liable for the freight and other lawful charges accruing on the shipment, as billed or corrected, except that collect shipments may move without recourse to the consignor when the consignor so stipulates by signature or endorsement in the space provided on the face of the bill of lading. Nevertheless, the consignor shall remain liable for transportation charges where there has been an erroneous determination of the freight charges assessed, based upon incomplete or incorrect information provided by the consignor.

(b) Notwithstanding the provisions of subsection (a) above, the consignee's liability for payment of additional charges that may be found to be due after delivery shall be as specified by 49 U.S.C. §13706, except that the consignee need not provide the specified written notice to the delivering carrier if the consignee is a for-hire carrier.

(c) Nothing in this bill of lading shall limit the right of the carrier to require the prepayment or guarantee of the charges at the time of shipment or prior to delivery. If the description of articles or other information on this bill of lading is found to be incorrect or incomplete, the freight charges must be paid based upon the articles actually shipped.

Sec. 8. If this bill of lading is issued on the order of the shipper, or his agent, in exchange or in substitution for another bill of lading, the shipper's signature on the prior bill of lading or in connection with the prior bill of lading as to the statement of value or otherwise, or as to the election of common law or bill of lading liability shall be considered a part of this bill of lading as fully as if the same were written on or made in connection with this bill of lading.

Sec. 9. If all or any part of said property is carried by water over any part of said route, such water carriage shall be performed subject to the terms and provisions and limitations of liability specified by the "Carriage of Goods By Sea Act" and any other pertinent laws applicable to water carriers.

Ancillary Services

Service Providers and Order Forms

CONTENTS

Caribe Royale Shipping and Receiving Guidelines 44
High Speed Internet Services 49
Audio Visual Services 51
Electrical Order Form 52

The following services are provided by 3rd Party Contractors. Please submit your order forms directly to the provider using the fax numbers on the forms.

Return to Contents

CARIBE ROYALE
ORLANDO

Caribe Royale Shipping and Receiving for Hotel Guests and Attendees

The Caribe Royale Shipping and Receiving office is staffed Monday through Friday, between the hours of 7:00 AM and 5:00 PM and Saturday & Sunday between the hours of 7:30 AM and 3:30 PM to assist our guests. There will be no access to any packages other than these days and times.

This service is provided for all hotel guests and attendees using the Convention Center. The shipping and receiving office is located in the Caribe Royale Convention Center and can be reached via phone at **407-238-8429** or **407-238-8434**. Fax at **407-238-8435**.

OUTBOUND CHARGES – Cost is based on weight, size and destination. For a $5.00 service charge per box or letter, we will ship on your own express mail account number (i.e. FedEx, UPS). Charges may be paid in cash or by credit card. (American Express, Master Card, Visa or Discover). If you are registered guest of the Caribe Royale, you may also charge to your guest room.

IMPORTANT: Do not ship exhibit materials directly to the hotel, these shipments will be refused. We will be checking the SEP exhibitor list and any package noted to be found belonging to a vendor with the SEP Show will have their items refused. All items should be going through AGS. Our facility is limited on staff and storage space which is why we require all or groups with exhibit shows to use an Exhibit company.

If the item(s) arrives on the day of set up, we try to arrange for AGS to accept the package and you will be charged based on the AGS rates. Please feel free to call if you have any questions.

CARIBE ROYALE
ORLANDO

High Speed Internet Services

Convention Center

Wired high-speed Internet access inside a meeting room, foyer or other common area:

- $550 for the first IP address/device per meeting room/location, ONE TIME charge for the duration of the event.
- $50 for each additional IP address/device per meeting room/location, ONE TIME charge for the duration of the event.

Wireless Internet access inside a meeting room, foyer or other common area:

- $250 set up fee, plus per connection charge based on quantity of connections. Please see chart below. ONE TIME charge for the duration of the event.
    - 1 to 20 connections - $25 each
    - 21 to 50 connections - $20 each
    - 51 to 100 connections - $15 each
    - 101 to 250 connections - $10 each
    - 251 or more connections - $5 each

Printers – HP LaserJet with Public IP address and/or USB/Parallel cable:

- $175 per day

Available Networking Options

With our 50 Mb Metro Ethernet Internet connection, we can provide customized network packages to fit any customer profile.

- Implementation of virtual local area networks (VLANS) for increased security.
- On-site DHCP server to facilitate public IP address configuration.
- Static public IP addresses are available for devices requiring them, such as routers and printers.
- SMTP email relaying for mail servers.
- Wireless Access Points for roaming Internet access.
- Professional on-site staff dedicated to making your meeting a success.

GROUPS

High speed Internet services provided in conjunction with a group MUST be coordinated between the group's meeting planner and Convention Services. A High Speed Internet Connection Request (below) and Network Security Declaration form (below) must be signed by an authorized signer before connections are installed. A High Speed Internet Change Order must be completed by an authorized signer for any additional requests (moves, adds or changes) and MUST be coordinated by Convention Services. Should a group choose to bring their own wireless router and order a single connection, it will be the Group's responsibility to configure the router, enable WEP or WPA encryption on their router and troubleshoot any client connectivity issues. The Hotel's responsibility will be to ensure Internet connectivity to the router.

EXHIBITORS

Exhibitors are billed separately from the group by credit card only. All exhibitors must complete an Exhibitor High Speed Internet Request (below) and Network Security Declaration form (below). Connections will not be installed without payment. Reselling high speed Internet service is NOT permitted.

NOTE: The prices listed above are not a final quote and cannot be interpreted as such. Upon request; a quote for High speed Internet services will be provided once exact information regarding meeting rooms, locations, number and type of connections is provided to the Convention Services Manager.

CARIBE ROYALE
ORLANDO

High Speed Internet Services

Guest Suites and common areas

Wired high-speed Internet access in guest suites (billed to suite or credit card):

- $9.99 per 24-hour period

Wireless high-speed Internet access in public areas (billed to suite or credit card):
Coverage in the Guest Suites, Villas, Convention Center foyers, Lobby, and Main Pool

- $9.99 per 24-hour period

CARIBE ROYALE
ORLANDO

NETWORK SECURITY DECLARATION

The Caribe Royale Orlando has instituted a Network Security Policy that requires adherence to several necessary precautions in order to maintain network stability. This declaration of compliance with our network security requirements and acknowledgement of our policies must be signed prior to your network services being activated.

We require that all devices directly or indirectly accessing our network have the latest virus scanning software, Windows security updates, system patches, and any other technological precautions necessary to protect yourself and others from viruses, malicious programs, and other disruptive applications. Any device which adversely impacts our network may cause service interruptions to yourself and others which can lead to disconnection of your equipment from the network, with or without prior notice at the discretion of The Caribe Royale Orlando. The device(s) in question will remain disconnected until all issues are adequately resolved. All charges will still apply and no refunds will be given. Additional charges may apply for troubleshooting/diagnostics and / or problem resolution.

Your business is important to us and with advanced and timely notification of your needs, we are confident that we can provide the network services that perform as expected.

Company Name: Booth Number:

Rental Company (if renting computers)

Rental Company Contact Information

By my signature below, I attest that my equipment, which will be connected to Caribe Royale Orlando's network has been properly protected, contains anti virus software, and the latest patches and security updates have been installed. I also accept responsibility for my equipment's performance and understand the conditions placed on the service delivery by this document as well as the potential that additional charges may be incurred should my equipment be found to adversely impact the network's performance.

Signature: Date:

Printed Name: Title:

CARIBE ROYALE
ORLANDO

HIGH SPEED INTERNET CONNECTION REQUEST

Group Name:	Authorized signer:
Convention Services Manager:	Convention Services Coordinator:

MASTER ACCOUNT :

Install Date and Time	Location	Connection Type **Wired / Wireless**	Quantity	Removal Date and Time

CARIBE ROYALE
ORLANDO

8101 World Center Drive, Orlando FL 32821 Phone (407) 238-8084 Fax (407) 387-8625

VENDOR REQUEST FORM

CONVENTION NAME:	**SHOW DATES:**	
COMPANY NAME: **COORDINATOR:** **ADDRESS:** **PHONE:** **EMAIL:** **ON-SITE CONTACT:**		
INSTALLATION DATE: **TIME IN:** **LOCATION:**	**REMOVAL DATE:** **TIME OUT:**	
		QUANTITY
Wired High Speed Internet Access: First connection/IP address: $550 Additional connection/IP address: $50.00		
Wireless High Speed Internet Access (access point provided).: $250 set up fee, plus per connection charge based on quantity of connections. Please see chart below. ○ 1 to 20 connections - $25 each ○ 21 to 50 connections - $20 each ○ 51 to 100 connections - $15 each ○ 101 to 250 connections - $10 each ○ 251 or more connections - $5 each		
Printers: HP LaserJet with Public IP address and/or USB/Parallel cable $175 per day		
COMMENTS:		

PAYMENT ARRANGEMENTS MUST BE MADE IN ADVANCE AND CAN BE MADE ANY OF THE THREE FOLLOWING WAYS.

1. You may logon to http://www.crrsv.com/authorize/index.html to make a credit card payment. Please put the show name and booth number in the confirmation box. You will be emailed a receipt, please fax the receipt and this request to 407-387-8625.

2. You may mail a check to the hotel address above and fax a copy of the check and this request to: 407-387-8625.

3. You may complete this credit card form and fax this form, the completed request above and a copy of the credit card to: 407-387-8625

CARIBE ROYALE
ORLANDO

Authorization to Bill a Credit Card

I, _____, authorize the Caribe Royale All-Suites Resorts to charge my credit card.

Card #_____

Expiration date:_____ Card Code:_____

For the following charges:

_____

_____

_____

_____ _____

Authorized Signer **Date:**

_____

Print or Type Name as it appears on credit card

Company Name:

Coordinator:

Address:

Phone Number: **Fax Number:**

Email:

On-site Contact:

Convention Name & Dates:

A Copy of the front and back of the card listed below must accompany this completed form and be mailed or faxed to:

Caribe Royale Orlando Convention Services Department:
8101 World Center Drive, Orlando FL 32821
Phone (407) 238-8084 Fax (407) 387-8625

Accounting Use Only

Estimated Charges: $_____

Date of Approval _____ **Approval #_____**

PSAV®
PRESENTATION SERVICES

Caribe Royale Orlando All-Suite Hotel & Convention Center
8101 World Center Drive
Orlando, FL 32821-5408
PH: 407.238.0008 • FAX: 407.387.0155

AUDIO VISUAL ORDER FORM

TO ASSURE THE ACCURACY OF YOUR ORDER, PLEASE BE SURE TO COMPLETE ALL AREAS OF THE FORM!!

Equipment	Qty	DAILY RATE	Days Used	Total
Computer and Video Equipment				
20" LCD Monitor w/ Table stand (No Floor Stands)		**$145.00**		
32" LCD Display Package w/ Table Stand (No Floor stands)		**$260.00**		
42"- 46" LCD Monitor / Includes floor stand		**$525.00**		
55" LCD Monitor / Includes floor stand		**$725.00**		
65" LCD Monitor / Includes floor stand		**$835.00**		
Laptop Computer - Windows based		**$245.00**		
HD LCD Projector - 3000 ANSI Lumens		**$490.00**		
HD LCD Projector - 5500 ANSI Lumens		**$945.00**		
Wireless Mouse		**$50.00**		
25' VGA Cable		**$25.00**		
Projection Screens				
6' - 8' Tripod Screen - Skirted		**$90.00**		
10' Cradle Screen		**$160.00**		
12' Cradle Screen		**$175.00**		
Projection Cart/Stand includes power - Skirted		**$65.00**		
Audio				
Wireless Microphone - Handheld or Lavaliere		**$185.00**		
Wired Microphone - Podium, Asile or Table		**$65.00**		
4 Ch. Mixer		**$70.00**		
Powered Speaker w/Stand		**$105.00**		
Polycom Speaker Phone		**$165.00**		
General AV				
Flipchart with Plain Papper Pad and 4 Markers		**$70.00**		
Flipchart with "Post It" Pad and 4 markers		**$85.00**		
Cork Board 4' x 8' with stand		**$75.00**		
Laser Pointer		**$50.00**		

Customer Information

Event Name:
Company:
Address:
City:
State: **Zip:**
Telephone # :
Fax # :
Ordered By:
Email :

For special requests or additions please call 407.238.0008. Email questions or completed form to Gabriel Grier at **ggrier@psav.com**

Ordering Instructions

The **Total Charge** per item is determined by multiplying the **Quantity** by the **Daily Rate** by the number of **Days Used**.

Please include applicable **Service Charge** and **Sales Tax** on equipment rental.

TAX EXEMPT STATUS
If you are exempt from payment of sales tax, we require you to forward a **Consumer's Certificate of Exemption** issued by the **State of Florida**. In accordance with Florida tax laws, sales tax exemption issued by a state other than the State of Florida will not be accepted.

Operator labor, if requested, is subject to the prevailing hourly rate at a **5 hour minimum**.

On site additions are subject to additional labor.

CANCELLATIONS
1) Written cancellation of equipment ordered must be received **72 hours** prior to delivery date to avoid a minimum one day charge.

2) If services have already been provided at the time of cancellation, **100% of original charges will apply**.

Labor

An equipment set/strike labor charge may be applicable for large orders. Please call for labor rate on orders of 2 or more items.	**$**

Rental Totals

EQUIPMENT/LABOR TOTAL	1	**$**
SERVICE CHARGE *(22% of line 1)*	2	**$**
SUBTOTAL	3	**$**
SALES TAX *(6.5% of line 3)*	4	**$**
TOTAL DUE	5	**$**

Delivery Information

On-Site Contact:
Booth #: **Room #**
Delivery Date: **Time:**
Pickup Date: **Time:**

Method of Payment

Card Number:

__ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ Exp. Date __/__

Cardholder's Name: _____
(as appears on card)

Cardholders Signature: _____

PAYMENT IS DUE WHEN ORDER IS PLACED!

PLEASE CHECK ONE

American Express ☐
Visa ☐
MasterCard ☐

Return for Processing

PSAV® Presentation Services
Caribe Royale Orlando All Suite Hotel & Convention Center
8101 World Center Drive
Orlando, FL 32821-5408
PH: 407.238.0008
FAX: 407.387.0155

Version 2014

Copyright © 2014 PSAV® Presentation Services, a part of the Audio Visual Services Corporation. All rights reserved.

ELECTRICAL ORDER FORM

MAIL TO

EDLEN ELECTRICAL EXHIBITION SERVICES OF ORLANDO

2456 Commerce Park Dr. Ste. 300 • Orlando, FL 32819 • Tel. (407) 854-9991 Fax (407) 854-9992 Email support@edlenelectrical.com

ELECTRICAL OUTLETS Approximately 120V A.C. 60 Cycle

120 VOLTS	QUANTITY	Advance Payment PRICE	Regular PRICE	COST
0-500 WATTS (5 AMPS)		80.00	120.00	
500-1000 WATTS (10 AMPS)		130.00	195.00	
1501-1500 WATTS (20 AMPS)		190.00	285.00	

For Outdoor Events 20 AMP Minimum Required

ELECTRICAL SERVICE CONNECTIONS Approximately 208V A.C. 60 Cycle

208 VOLTS SINGLE PHASE Labor of 1 1/2 Hrs./Hook-up & 1 Hr./Dismantle will be charged for 208 Volt Services

20 AMPS		290.00	435.00	
30 AMPS		350.00	525.00	
60 AMPS		495.00	745.00	
100 AMPS		660.00	990.00	

208 VOLTS THREE PHASE Labor of 1 1/2 Hrs./Hook-up & 1 Hr./Dismantle will be charged for 208 Volt Services

20 AMPS		420.00	630.00	
30 AMPS		495.00	745.00	
60 AMPS		695.00	1045.00	
100 AMPS		800.00	1200.00	
200 AMPS		1300.00	1950.00	
400 AMPS		2500.00	3750.00	

LIGHTING EQUIPMENT (Including Current Consumed)

150 WATT FLOOD LIGHT		75.00	115.00	
300 WATT FLOOD LIGHT		90.00	135.00	

EXTENSION CORDS (Electricity Not Included)

SINGLE OUTLET		20.00		
QUAD OUTLET/POWER STRIP		25.00		

LABOR

ST Mon.-Fri. 8:00am-4:30pm (Except Holidays)		70.00		
OT Mon.-Fri. 4:30pm-8:00am (Sat/Sun/Holidays)		130.00		

FULL PAYMENT DUE PRIOR TO SHOW OPENING

❑ Master Card ❑ Visa ❑ AMX ❑ Check

SUBTOTAL $ _____

6.5% FL SLS TAX$ _____

TOTAL DUE $ _____

Credit Card# _____ EXP DATE _____

Cardholders Name (Print) _____

Authorized Signature _____

(SEE REVERSE SIDE FOR TERMS AND CONDITIONS)

SPECIAL REQUIREMENTS

Dedicated Circuit

or 24 Hour Service Required?

_____yes _____no

If yes, double electrical outlet or electrical service connection charge.

Rental Rates quoted cover any portion of a (7)seven day consecutive period.

There is a minimum labor charge of (1 1/2) one and a half hours for hook-up and (1) one hour to dismantle for special events, island booths and 208 Volt services

RATES FOR HIGHER WATTAGES, VOLTAGE OR SPECIAL LIGHTING ON REQUEST- SPECIAL HANGING OR INSTALLATION DONE ON TIME AND MATERIAL BASIS.

SPECIAL INSTRUCTIONS

_____

_____

_____

Aisle # _____

ISLAND BOOTHS

A scaled floor plan *must* accompany orders showing locations of electrical outlets, connections and lighting equipment.

Aisle # _____

REAR

Aisle # _____

STANDARD BOOTH

#Aisle

Aisle # _____

PAYMENT MUST ACCOMPANY ALL ORDERS 10 BUSINESS DAYS PRIOR TO SHOW SET UP FOR DISCOUNT PRICE TO APPLY

ALL ORDERS MUST BE PAID IN ADVANCE ON U.S. BANKS

SHOW NAME		Caribe Royale
FIRM NAME	SHOW DATES	BOOTH #
ADDRESS	TELEPHONE#	
CITY, STATE, ZIP	EMAIL	
SIGNATURE	PRINT NAME	

11/14

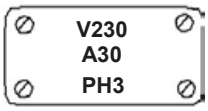
REGULATION AND GENERAL INFORMATION

1. Calculate your lighting needs by adding wattage in each location.
2. For other equipment, read the ratings from the metal plate attached to the unit(See example). If the rating is in watts, order in wattage. If the rating is in amps, order in amperage.
3. Separate locations require separate outlets (500 watt min.)

WHERE WILL MY OUTLET BE LOCATED?
Your outlet will be located as depicted below unless floorplan is received indicating otherwise.

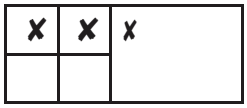
EXAMPLES OF HOW TO READ METAL PLATES ON EQUIPMENT

120V Single Phase
= 60 Cycle
1000 Watts

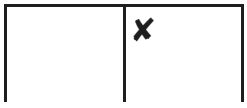


230 Volts
= 30 Amps
3 Phase

POWER LOCATIONS: ✘ Indicate location of outlet



INLINE BOOTHS-PENINSULA



BACK TO BACK PENINSULA BOOTHS

One drop within booth when power source in ceiling or one location at Edlen's discretion when power source is in the floor. Please see Regulation #4 below.

ISLAND BOOTHS

---

1. Orders must be received with payment a minimum of ten (10) business days prior to scheduled event set up for discount rates. Orders received less than ten (10) business days prior to scheduled event set up or without payment will be charged at the floor order rates.
2. Edlen electrical is not responsible for voltage fluctuation or power failure due to temporary conditions. For your protection you should install a surge protector on your computer(s). All electrical installations and connections to all electrical service should be made by an Edlen Electrical electrician. Edlen Electrical will not be responsible for any damage or loss of equipment, component, computer hardware or software and/or damage or injury to any person caused by the installation, connection or plugging into any electrical outlet by person other than an Edlen Electrical electrician.
3. A separate outlet must be ordered for each location where electricity is needed.
4. Rates listed for all connections include bringing the service to booth in the most convenient manner for EDLEN and DOES NOT INCLUDE connecting equipment, materials, special wiring or labor. Normally all electrical outlets will be placed on the floor in back of booth. Island booth outlets may be brought to one (1) location at our discretion if no information is provided and this charge is on a time and material basis.
5. Rates are based on current wage scales and are subject to change in the event of wage changes prior to opening or during the operation of the show. A minimum charge of one and a half (1 1/2) hour labor for installation and one (1) hour to dismantle will apply and time will commence upon exhibitor's request. Failure to start labor at requested time will result in a one (1) hour charge per electrician requested, unless 24-hour advance notice is provided in writing.
6. Additional service charges and labor charged may be assessed for installations. Payment must be rendered in FULL when billed during the event. Service may be interrupted if payment is not received.
7. All equipment regardless of source of power, must comply with Federal, State, and local codes. EDLEN reserves the right to inspect all electrical devices and connections to insure compliance with all codes. EDLEN is required to refuse connections where the exhibitor wiring is not in accordance with local Electrical Code.
8. Standard wall and other permanent building utility outlets or sockets are not part of booth space and may not be used by exhibitors. A separate outlet must be ordered at regular price for each piece of equipment to be connected.
9. All electrical equipment must be properly tagged and wired with complete information as to the type of current required for operation, voltage, phase, cycle, horsepower, etc.
10. All exhibitor's cords must be minimum of 14/3 with ground. ALL exposed noncurrent carrying metal parts of fixed equipment, which are liable to be energized, shall be grounded.
11. A $25.00 service charge will be assessed for all returned checks and credit cards.
12. Material and equipment furnished by EDLEN for this service order is furnished on a rental basis and remains the property of Edlen and shall be removed ONLY by EDLEN Employees. Price also includes all necessary disposable supplies.
13. EDLEN Employees are authorized to cut floor coverings when essential for installation of service otherwise indicated.
14. Claims will not be considered or adjustments made unless filed in writing by the exhibitor prior to close of event and this claim must be verified by an EDLEN Employee prior to close of event.
15. Credit will not be given for service installed and not used.
16. It is agreed that in the event it becomes necessary to turn this matter over to an attorney for collection, or to file a lien, or foreclosure, or otherwise, exhibitor will pay EDLEN its attorney fees or applicable agency fees.
17. A service charge of 1.5% per month on any unpaid balances will be made starting 10 days after the date of invoice.
18. Exhibitor holds EDLEN harmless for any and all losses of power beyond EDLEN's control including but not limited to losses due to utility company failure, permanent power distribution failure, power failure caused by vandalism, faulty exhibitor equipment or overloads caused by exhibitor.
19. As the official Electrical Contractor, we will be responsible for:
    - All under carpet distribution of electrical wiring
    - All motor and equipment hook-ups requiring hardware connections
    - The above items require electrical labor, which may be ordered in the Electrical Labor sections on the reverse side
20. In the interest of public safety, exhibits in the convention facilities may be inspected to determine if any violations exists. If they are found, qualified electricians are available to correct the problems. This work will be performed on a time and material basis. If the exhibitor does not wish to have the fault corrected, electrical service to the offending booth will not be connected. If an exhibitor is not informed or does not understand basic safety standards for electrical wiring, an electrician should be consulted.
    Serious risks are involved which can be eliminated by understanding basic requirements of safe wiring inside your booth. For the safety of you and the public, remember these points:
    - All wiring must have a 3-wire grounded cord with a minimum of #14 gauge
    - The use of clip-on sign sockets, latex or lamp cord wire in displays, or the use of 2-wire clamp on fixtures, is prohibited by order of fire prevention bureaus at trade shows and conventions.
    - Zip cords or two-wire cords are ungrounded and could result in safety hazards. Their use is forbidden in all convention facilities.
21. Electricity will be turned on within 30 minutes of show openings and turned off within 30 minutes after the closing.

Booth Labor & Cleaning

Booth Labor Order Form 55
Outbound Shipping for AGS Supervised Labor Only 56
Booth Cleaning Order Form 57
Booth Layout Form 58

Return to Contents

Southern Exposure 2015
Caribe Royale Orlando
Orlando, FL
February 27 - 28, 2015

Discount Price Deadline Date
FEBRUARY 13TH
Method of payment must accompany your order

AGS EXPO SERVICES

Company Name	Tel #	Booth Number
Billing Address	Email	
City / State / Zip	Signature	

Labor Install/Dismantle

Labor Rates		Discount	Standard
Straight-Time:	8:00 AM to 4:30 PM Monday through Friday.	$62.49	$74.99
Overtime:	Before 8:00 AM and after 4:30 PM Monday through Friday and all day Saturday.	$93.74	$112.47
Sunday/Holidays:	All day Sunday and observed holidays.	$109.35	$131.22

Calculate Labor	Date	Time	# of Laborers	Total Hours	Rate per Laborer	Total Cost
Installation		AM / PM			$	$
Dismantle		AM / PM			$	$
(Example calculation - 2 Laborers x 2 Hours x Rate/Laborer = Total Cost)					Total Labor Cost:	$

- After the 1st hour time can be billed in 1/2 hour increments.

Supervision of Labor

Supervision of all labor is required. Please select a supervision plan by checking the boxes.

Exhibitor Supervision Install ☐ Dismantle ☐

All labor performed under the supervision of exhibitor. Starting time guaranteed only in those instances where labor is requested for the start of the work day (e.g. 8:00 AM). Twenty-four (24) hour notice is required for cancellation of labor services. If such notice is not provided and laborer is not utilized, exhibitor will be charged one hour minimum per laborer ordered. Exhibitor MUST check-in at the AGS Service Center to confirm labor order and check-out labor at the AGS Service Center upon completion of work.

On-Site Representative Name/Company & Cell:_____

AGS Supervision Install ☐ Dismantle ☐

All labor performed under the supervision of AGS. Our fee for installation supervision is 35% or a $50.00 minimum, whichever is greater. Similarly, our fee for dismantle supervision is 35% or a $50.00 minimum, whichever is greater. In order to perform the labor without exhibitor's representative present, AGS MUST have detailed set-up instructions (blueprints/ floorplans, etc.) with this labor order.
Exhibitor must also include outbound shipping instructions with this labor order.
(SEE NEXT PAGE - LABOR ORDER FORM, PAGE 2)

Total Order

Total Labor Cost (from Total Labor Cost above) Subtotal: $ _____

AGS Supervision Fee (per supervision service, 35% or $50.00 min.): $ _____

Total Booth Labor: $ _____

Mail or Fax to: AGS Expo Services • 4561 SW 34th Street • Orlando, FL 32811
Phone: 407.292.0025 • **Fax:** 407.292.4414
Email: eventservices@ags-expo.com **Web:** www.ags-expo.com

Submit Form

Southern Exposure 2015
Caribe Royale Orlando
Orlando, FL
February 27 - 28, 2015

Discount Price Deadline Date
FEBRUARY 13TH
Method of payment must accompany your order

AGS EXPO SERVICES

Company Name	Tel #	Booth Number
Billing Address	Email	
City / State / Zip	Signature	

AGS Supervised Labor Only

Exhibitor Outbound Shipping Instructions: At close of show, exhibitor freight will be shipped to the following address. If your freight is being forwarded to another show, be sure to include the name of the show and your booth number.

Company/Show:_____Booth #:_____

Address:_____

City: _____ State: _____ Zip:_____

Attention:_____

Select Shipping Method:

☐ Ship via carrier of exhibitor's choice - Exhibitor Appointed Carrier

Name of Carrier_____

☐ Ship via official show freight carrier, **UPS Freight**

☐ Ground

☐ Air

Please Note:

- **This service is provided for Supervised Labor Services ONLY.**
- If an exhibitor is using a carrier of his/her own choice (not using the official show freight carrier), the exhibitor is responsible for arranging for pick-up at the close of the event.

Outbound Shipping Instructions

Bill Shipping Charges to *(if different from above):*

Shipper (Print):_____Phone:_____

Contact Name:_____Cell:_____

Freight Charges Billed to (Company):_____

Address:_____

City:_____State:_____Zip:_____

OUTBOUND SHIPPING FOR AGS SUPERVISED LABOR ONLY

Southern Exposure 2015
Caribe Royale Orlando
Orlando, FL
February 27 - 28, 2015

Discount Price Deadline Date
FEBRUARY 13TH
Method of payment must accompany your order

AGS EXPO SERVICES

Company Name	Tel #	Booth Number
Billing Address	Email	
City / State / Zip	Signature	

Booth Cleaning Order Form

The form below offers a variety of services including vacuuming, trash removal and other cleaning services that will give your booth the clean look you desire. If your booth requires a cleaning service that is not listed, please contact us and we will be more than happy to assist in organizing the services you require.

Please Indicate Booth Area

BOOTH SIZE - _____ X _____ = _____ (sq. ft. round up to the nearest 100 sq. ft.)

- Cost of vacuuming and other area related services will be invoiced based on **100 sq. ft. minimum** and/or total square footage rounded to the nearest 100 sq. ft.

Vacuuming Service *(Includes trash removal at the end of each event day)*

This service includes vacuuming of carpet and exhibit space.

☐ Vacuuming Once Before Event . . $0.38/sq. ft.*

Periodic Porter Service

This service includes periodic trash removal during exhibit hours to keep your booth fresh.

This service only takes place during show hours and does not include vacuuming services.

☐ Periodic Porter Service $174.72/day

☐ **Complete Porter Service** *(Call to arrange service)*

This service includes the removal of trash, cleaning of surfaces, ice removal and other similar labor services. ***Quoted as needed.****

- **Overtime:** . . . . . $70.98/hr . . . 4:30 PM - 8:00 AM, Monday through Friday and all day Saturday.

*****One (1) Hour Minimum for all service calls.*

Other Cleaning Services

☐ Shampooing of Carpet . . . . . $0.82/sq. ft.

☐ Mopping and Waxing. . . . . $0.82/sq. ft.

- Shampooing and Mopping available before show opens *ONLY*.

☐ Anti-Static Carpet Treatment. . . . $0.44/sq. ft.

Total Order

Total Sq. Ft. _____

Vacuuming: $0.38 x _____ sq. ft. = $_____
Shampooing/Mopping: $0.82 x _____ sq. ft. = $_____
Anti-Static Treatment: $0.44 x _____ sq. ft. = $_____
Porter Service: $174.72/day = $_____
Tax (6.50%): $_____
Total Booth Cleaning Order: $_____

Mail or Fax to: AGS Expo Services • 4561 SW 34th Street • Orlando, FL 32811
Phone: 407.292.0025 • **Fax:** 407.292.4414
Email: eventservices@ags-expo.com **Web:** www.ags-expo.com

Submit Form

Company Name	Tel #	Booth Number
Billing Address	Email	
City / State / Zip	Signature	

Booth Layout Form

This grid must be attached to the following order forms to ensure proper placement of items in your booth. Please print/photocopy as needed.

- ☐ Pegboard / Tackboard - Form
- ☐ Special Colored Drape - Form
- ☐ Standard Exhibit Systems (if exhibit size is smaller than booth size) - Form
- ☐ Pad and Carpet (if you are not carpeting your entire booth) - Form
- ☐ Installation and Dismantling Order Form

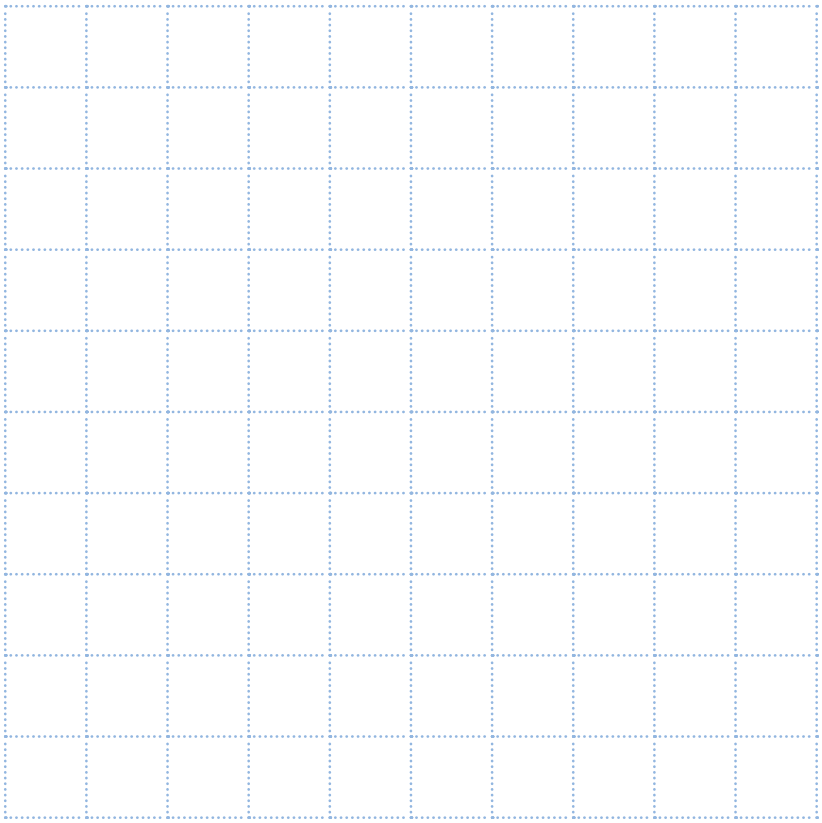
To use this grid:

- Use bold lines to indicate the outline of your booth.
- Indicate the scale of the grid (i.e. 1 square = 1 foot) or indicate the dimensions of your booth.
- Mark the adjacent booth numbers or aisle numbers.

BACK OF BOOTH (indicate adjacent booth or aisle number: _____)

indicate adjacent booth or aisle number:

_____



indicate adjacent booth or aisle number:

_____

FRONT OF BOOTH (indicate adjacent booth or aisle number: _____)

***This form must be returned to AGS for your orders to be processed.**

Standard Furnishings

Catalog & Order Forms

Carpet Order Form 60

Table Order Form 61

Seating & Accessories Order Form 62

Popular Furnishings Brochure 63

Return to Contents

Southern Exposure 2015
Caribe Royale Orlando
Orlando, FL
February 27 - 28, 2015

Discount Price Deadline Date
FEBRUARY 13TH
Method of payment must accompany your order

AGS EXPO SERVICES

Company Name	Tel #	Booth Number
Billing Address	Email	
City / State / Zip	Signature	

Standard Carpet

In-line Booth

Check One	Booth Size	Discount Price	Standard Price
☐	10'x10'	$128.80	$160.99
☐	10'x20'	$257.58	$321.97
☐	10'x30'	$386.38	$482.97
☐	10'x40'	$515.17	$643.95

Island Booth

Booth Dimensions 20x20 Min.				Total Area	Discount Price	Standard Price	Total Price
	x		=		$1.62/sq.ft.	$2.04/sq.ft.	$

- Please note that all carpet is 10 ft wide and is installed accordingly

Please Choose Your Carpet Color (check appropriate box below):

☐ Blue ☐ Red ☐ Gray ☐ Black ☐ Burgundy ☐ Purple ☐ Hunter Green ☐ Teal

Plush Carpet

Enhance your exhibit with 26 oz. plush, heavy-cut polyester pile carpet.

Booth Dimentions				Total Area		Discount Price or	Standard Price		Total Price
	x		=		sq.ft. x	$3.52/sq.ft.	$4.71/sq.ft.	=	$

Please Choose Your Carpet Color (check appropriate box below):

☐ Cherry Red ☐ Onyx Black ☐ Charcoal ☐ Colony Blue ☐ French Beige ☐ Emerald ☐ Gray Pearl

- Additional colors offered upon request.
- Custom carpet orders must be received by the deadline date above to guarantee carpet selection.
- Plush rental includes installation prior to delivery of your exhibit, taping of all edges, and visqueen covering.

Additional Items

All items are available with standard, custom cut or plush carpets.

	Booth Dimensions				Total Area		Discount Price or	Standard Price		Total Price
1/2" Foam Padding		x		=		sq.ft. x	$1.19 /sq.ft.	$1.49 /sq.ft.	=	$
1" Foam Padding		x		=		sq.ft. x	$2.38 /sq.ft.	$2.98 /sq.ft.	=	$
Visqueen		x		=		sq.ft. x	$0.77/sq.ft.	$1.19/sq.ft.	=	$
Carpet Tape		x		=		sq.ft. x	$1.85 /ft.	$2.20 /ft.	=	$

Please Note:

- All carpet rentals are set clean. However, exhibitor move-in and setup can cause debris. Please order cleaning if necessary.
- Prices include delivery, installation, rental, removal and are based on exhibit space dimensions.
- To order cleaning services, complete the Booth Cleaning Order Form in the Booth Labor & Cleaning section.
- All utility lines must be installed before carpet installation. Utilities should be ordered in advance.
- Standard sizes may not completely fill the entire booth space due to placement of utility outlets on the event floor.

Cancellation Policy

- ***Plush and custom-size booth carpet cancelled after being cut will be charged 100%. Standard carpet cancelled will be charged 50% of original price after move-in begins and 100% of original price after installation.***

Total Order

Subtotal: $_____

Sales Tax (6.50%): $_____

Total: $_____

CARPET ORDER FORM

Company Name	Tel #	Booth Number
Billing Address	Email	
City / State / Zip	Signature	

Tables

Please use the following form to order any table and table accessories you may need for your booth. All AGS tables are solid wood construction covered with a white vinyl top. You may choose either skirted or unskirted tables.

STEP 1 – Select Table

Skirted Tables			
Qty	Item	Discount	Standard
	4'Table - 30"high	$105.18	$136.74
	4'Table - 42"high	$129.60	$168.46
	6'Table - 30"high	$127.72	$166.03
	6'Table - 42"high	$147.57	$191.84
	8'Table - 30"high	$147.30	$191.50
	8'Table - 42"high	$155.09	$201.62

Unskirted Tables			
Qty	Item	Discount	Standard
	4'Table - 30"high	$41.85	$54.41
	4'Table - 42"high	$60.38	$78.48
	6'Table - 30"high	$50.71	$65.91
	6'Table - 42"high	$71.65	$93.12
	8'Table - 30"high	$59.30	$77.08
	8'Table - 42"high	$80.50	$104.65

Table Accessories

Surround your table with a 4th side skirt covering all sides or place your items and information in clear view of attendees with a table riser.

Table Risers (Draped in White Vinyl)			
Qty	Item	Discount	Standard
	4'L x 8"W x 8"H	$56.35	$73.25
	6'L x 8"W x 8"H	$78.34	$101.86
	8'L x 8"W x 8"H	$100.35	$130.46

4th Side Skirts (Optional - only applicable to 6' and 8' tables)			
Qty	Item	Discount	Standard
	4th Side Skirted 30"h	$59.30	$77.10
	4th Side Skirted 42"h	$59.30	$77.10

STEP 2 – Select Skirt Color

☐ Blue ☐ Teal ☐ Hunter Green ☐ Red ☐ Black ☐ Purple ☐ White ☐ Gray ☐ Burgundy ☐ Gold

Show color will apply if no color is selected. Color availability is only guaranteed with pre-orders.

Table with Skirt

Table with Riser & Skirt

CANCELLATION POLICY: At show site, 50% of original price.

Total Order

Subtotal: $_____

Sales Tax (6.50%): $_____

Total: $_____

Southern Exposure 2015
Caribe Royale Orlando
Orlando, FL
February 27 - 28, 2015

Discount Price Deadline Date
FEBRUARY 13TH
Method of payment must accompany your order

AGS EXPO SERVICES

Company Name	Tel #	Booth Number
Billing Address	Email	
City / State / Zip	Signature	

Seating & Accessories

Please use the following form to order any seating and accessories you may need for your booth. All AGS accessories have been selected with the exhibitor in mind providing the best in seating and exhibiting accessories to display your products successfully.

Seating			
Qty	Item	Discount	Standard
	Padded Arm Chair	$79.42	$103.25
	Padded Side Chair	$68.44	$88.94
	Padded Stool	$97.49	$136.54

Display Items			
Qty	Item	Discount	Standard
	Display Case (5'x36" full view)	$548.56	$658.27
	Display Case (6'x36" full view)	$608.18	$729.82
	Vert. Display Case (6' - 5 shelf)	$697.62	$105.65
	Ticket Tumbler	$59.03	$76.73
	Tack Board (vert. or hori.)	$316.61	$411.59
	Grid Panel (per meter)	$155.62	$202.31
	Chrome Sign Holder 22"x28"	$112.16	$145.81
	Literature Rack	$103.84	$134.99
	Easel	$51.52	$66.97
	Bag Rack	$111.36	$144.76
	Garment Rack	$69.76	$90.70
	Clothes Tree	$69.76	$90.70
	Fishbowl	$11.92	$17.89

Specialty Items			
Qty	Item	Discount	Standard
	Chrome Stanchion	$69.76	$90.70
	Plastic Chain (per foot)	$2.69	$3.52
	Black Velour Rope (8' sections)	$30.05	$39.06

Specialty Tables			
Qty	Item	Discount	Standard
	Rectangle Table 18"x36"x18"H	$77.38	$100.60
	Square Table 17"x17"x18"H	$75.18	$97.73
	Pedestal Table 30"Dx30"H	$157.23	$204.41
	Pedestal Table 30"Dx40"H	$157.23	$204.41

Booth Basics			
Qty	Item	Discount	Standard
	Wastebasket	$12.34	$25.46
	Shrink Wrap (per roll)	N/A	$77.52
	Banding (per foot)	N/A	$2.98
	Velcro (per foot)	N/A	$1.19
	Clear Packing Tape (roll)	N/A	$19.37
	Drape Hardware/Bases & Poles	$10.45	$12.65

Specialty Drape *(Show management approval)*			
Qty	Item	Discount	Standard
	8' High Drape (per foot)	$11.25	$14.94
	3' High Drape (per foot)	$7.81	$11.85
	Booth Close-off (Show Colors)	$48.93	$66.95

Specialty Drape Color:

☐ Blue ☐ Teal ☐ Hunter Green ☐ Red
☐ Black ☐ Purple ☐ White ☐ Gray
☐ Burgundy ☐ Gold

CANCELLATION POLICY: At show site, 50% of original price.

Total Order

Subtotal: $_____

Sales Tax (6.50%): $_____

Total: $_____

Mail or Fax to: AGS Expo Services • 4561 SW 34th Street • Orlando, FL 32811
Phone: 407.292.0025 • **Fax:** 407.292.4414

Email: eventservices@ags-expo.com **Web:** www.ags-expo.com Submit Form

SEATING & ACCESSORIES ORDER FORM

AGS 01/11/13 - 001

Seating

Padded Side Chair

Padded Arm Chair

Padded Stool

Skirted Tables

Available Skirt Colors

- Tables are available in lengths of 4, 6 and 8 ft. and heights of 30 or 42 inches.

Popular Accessories

Rolling Rack

Literature Rack

Tack Board
Vert - 4'x 8'
Hori - 8'x 4'

Gray Pedestal Table
30"D x 42"H (30" optional)

Ticket Tumbler

Wastebasket

Rectangle Table
18"x36"x18"H

6' & 5' Display Case
(6' Vert. Opt.)

Chrome Stanchions
(Pictured with Chain)

Easel

Bag Rack

Chrome Sign Holder

Please Note:

- Actual available products may vary. Please contact our Event Services Department to ensure the availability of specific item.
- All colors depend upon dye lots and lighting.

Displays & Graphics

Catalog and Order Form

Creative Services Show Specials 65
Elite Displays 66
Elite Display Order Form 68
Essential Displays 69
Essential Displays Order Form 78
Computer Kiosk Order Form 81
Digital Graphics & Signage 82
Digital Graphics & Signage Order Form 83
Graphic File Requirement Guidelines 84

Return to Contents

Show Specials

CREATIVE SERVICES

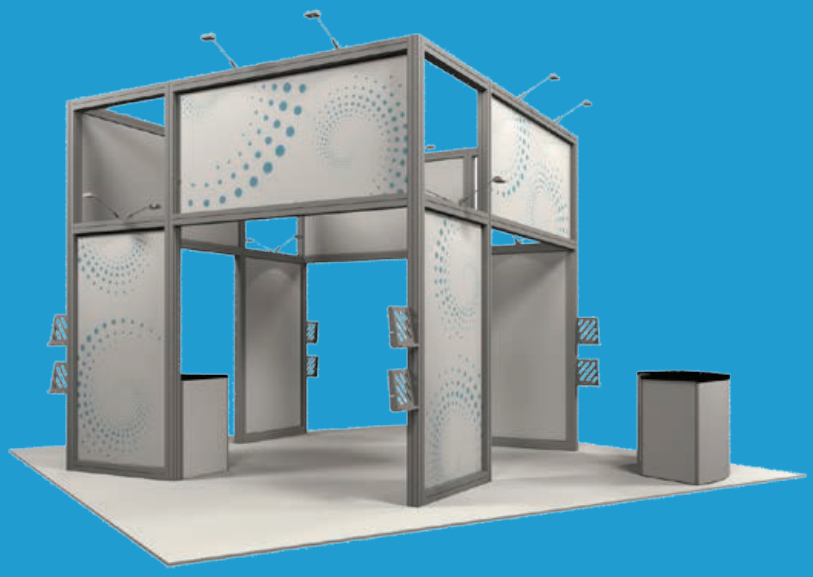
PRO 10

MODERN & BOLD

- Modern aluminum system
- 153″w x 142″h x 153″d
- Double counter with panel
- Storage cabinet
- 8 graphic spaces
- Literature holder

PRICE **$9,048.00**

ORDER NOW >>



PRO 6

FLEXIBLE DESIGN WITH CUSTOM GRAPHICS

- 228″w x 96″h x 44″d
- Laminate panel reception counter
- Two work stations
- Seamless graphic space
- 2 monitor mounting brackets

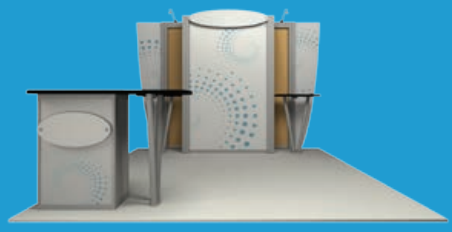
PRICE **$7,176.00**

ORDER NOW >>

PRO 3

AFFORDABLE OPTION WITH OPTIMAL GRAPHICS

- 120″w x 99″h x 24″d
- V leg counter with graphic
- Two V leg tables
- Large graphic space
- Unique frosted plexi wings



PRICE **$5,168.80**

ORDER NOW >>

CONTACT US **call:** 1.800.292.6162 **email:** eventservices@ags-expo.com

Elite Displays

Pro 1

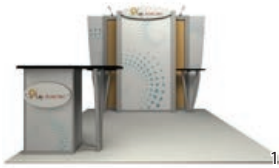
10 x 10

BASE RENTAL	$3,060.20**

1 x frame: 118"w x 99"h x 46"d
1 x V leg counter
2 x V leg tables
4 x 50 watt spotlights
1 x monitor bracket (monitor not included)
Standard Carpet, 16oz. See Choice of Colors

** Graphics pricing separate

Pro 3



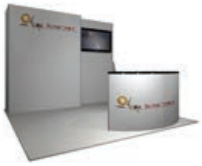
10 x 10

BASE RENTAL	$5,168.80**

1 x frame: 120"w x 99"h x 24"d
1 x V leg counter
2 x V leg tables
2 x frosted plex wings
2 x 50 watt spotlights
Standard Carpet, 16oz. See Choice of Colors

** Graphics pricing separate

Pro 4



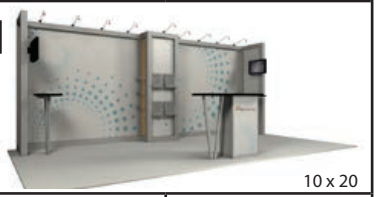
10 x 10

BASE RENTAL	$6,136.00**

1 x frame: 117"w x 96"h x 25"d
1 x laminate panel double counter/storage cabinet
1 x monitor bracket (monitor not included)
Standard Carpet, 16oz. See Choice of Colors

** Graphics pricing separate

Pro 5



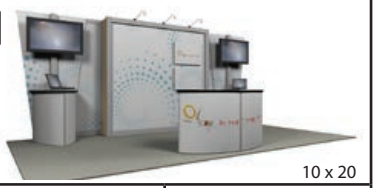
10 x 20

BASE RENTAL	$5,669.04**

1 x frame: 228"w x 96"h x 42"d
1 x V leg counter
2 x straight leg tables
4 x literature holders
9 x 50 watt spotlights
6 x shelves
2 x monitor brackets (monitor not included)
Standard Carpet, 16oz. See Choice of Colors

** Graphics pricing separate

Pro 6



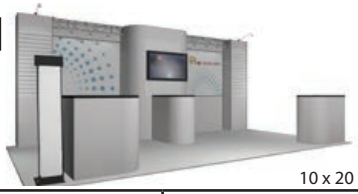
10 x 20

BASE RENTAL	$7,176.00**

1 x frame: 228"w x 96"h x 44"d
1 x laminate panel reception counter
2 x laminate panel workstations
3 x 50 watt spotlights
2 x monitor brackets (monitor not included)
Standard Carpet, 16oz. See Choice of Colors

** Graphics pricing separate

Pro 7



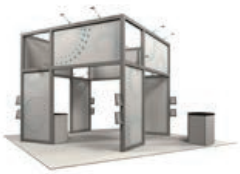
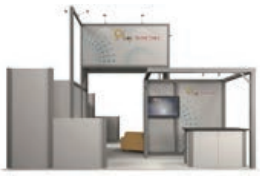
10 x 20

BASE RENTAL	$8,944.00**

1 x frame: 228"w x 96"h x 62"d
3 x laminate panel counters/storage cabinets
2 x 50 watt spotlights
2 x track lights
1 x monitor bracket (monitor not included)
Standard Carpet, 16oz. See Choice of Colors

** Graphics pricing separate

Elite Displays

Pro 10	Pro 11	Pro 12
☐  20 x 20	☐ 20 x 20	☐  20 x 20
BASE RENTAL $9,048.00**	**BASE RENTAL** $14,456.00**	**BASE RENTAL** $15,288.00**
1 x frame: 153.5"w x 142"h x 153.5"d 1 x laminate panel double counter/storage cabinet 16 x 120 watt floodlights 8 x literature holders Standard Carpet, 16oz. See Choice of Colors	1 x frame: 236"w x 189"h x 230"d 2 x counters 4 x V leg counters 16 x 120 watt floodlights 5 x monitor brackets (monitor not included) Standard Carpet, 16oz. See Choice of Colors	1 x frame: 236"w x 189"h x 235"d 1 x double counter 8 x 120 watt floodlights 1 x monitor bracket (monitor not included) Standard Carpet, 16oz. See Choice of Colors
** Graphics pricing separate	** Graphics pricing separate	** Graphics pricing separate

Select Your Package (check only one box)

☐ **BASIC PACKAGE** - Priced as Listed on Unit. Electrical not included with Pro Displays

PLEASE CHOOSE YOUR STANDARD CARPET COLOR:

☐ Blue ☐ Red ☐ Burgundy ☐ Gray ☐ Black ☐ Purple ☐ Hunter Green ☐ Teal

☐ **PREMIUM PACKAGE** - Add $1,172.08 + tax (per 10' unit, please call for 20' unit quote)

- Installation & Dismantle of Exhibit
- Upgraded 26 oz. Carpet
- Daily Vacuuming for Exhibit
- $260.00 Credit toward Custom Graphics
- (1) 30" Pedestal Table
- (2) Padded Side Chairs

PLEASE CHOOSE YOUR UPGRADED CARPET COLOR:

☐ Cherry Red ☐ Onyx Black ☐ Charcoal ☐ Colony Blue ☐ French Beige ☐ Emerald ☐ Gray Pearl

- Additional colors offered upon request.
- Rental includes installation prior to delivery of your exhibit, taping of all edges, and visqueen covering.

PRO DISPLAY CUSTOM GRAPHICS - $260.00 Credit

AGS will contact you regarding your graphic order needs. AGS Graphics offers a variety of services to create a sleek and marketable look for your event. Please contact an Event Services Coordinator for file format requirements to prepare your graphics submission.

Southern Exposure 2015
Caribe Royale Orlando
Orlando, FL
February 27 - 28, 2015

Discount Price Deadline Date
FEBRUARY 13TH
Method of payment must accompany your order

AGS EXPO SERVICES

Company Name	Tel #	Booth Number
Billing Address	Email	
City / State / Zip	Signature	

Elite Display Units

Quantity	Unit Name	Size	Discount Rental
	Pro 1	10 x 10	$3,060.20**
	Pro 3	10 x 10	$5,168.80**
	Pro 4	10 x 10	$6,136.00**
	Pro 5	10 x 20	$5,669.04**
	Pro 6	10 x 20	$7,176.00**
	Pro 7	10 x 20	$8,944.00**
	Pro 10	20 x 20	$9,048.00**
	Pro 11	20 x 20	$14,456.00**
	Pro 12	20 x 20	$15,288.00**
**Graphics pricing separate			

PLEASE NOTE:

- Complete Pro packages can only be guaranteed if ordered prior to the discount deadline date.
- A 50% surcharge will apply to all orders made after the discount deadline depending upon availability of Pro Displays and Pro accessories. Some changes cannot be completed on-site.
- Custom furnishings will be delivered to your booth separately from Pro Displays and accessories.
- No units include electrical service. Electrical services must be ordered separately.

CANCELLATION POLICY

All order cancellations must be received prior to the discount deadline date. Orders cancelled at show site will be subject to a 100% cancellation fee.

Total Order

Pro Base Rental Price: $ _____

Premium Package (If applicable): $_____

Sales Tax (6.50%): $_____

Total Pro Package: $ _____

Mail or Fax to: AGS Expo Services • 4561 SW 34th Street • Orlando, FL 32811
Phone: 407.292.0025 • **Fax:** 407.292.4414
Email: eventservices@ags-expo.com **Web:** www.ags-expo.com

Submit Form

AGS EXPO
SERVICES

ESSENTIAL DISPLAYS

CREATIVE SERVICES

From interlocking systems to pop-up displays, our Essential Display Units and accessories successfully promote your marketing vision and brand.

Designed with the exhibitor in mind, each unit is unique, customizable and affordably priced.

- Low cost display options for any budget
- Wide variety of counters, pull-out displays and kiosks
- Varying lengths available to accommodate your space
- Turnkey display services include installation and dismantle
- Floor coverings and other on-site services available

AGS EXPO
SERVICES

ESSENTIAL DISPLAYS | **Mod 1**

With a distinct curved header and a two-meter wide graphic space for branding and messaging opportunities, the Mod 1 unit is one of our most popular structures. This display has a unique integrated counter and accessible storage space for a variety of uses. With 10-foot and 20-foot lengths to accommodate any in-line exhibit space, our displays make exhibiting attractive and compelling - a custom look without the custom price tag.

The Mod 1 display is constructed from silver anodized aluminum and has a full two-meter curved header. This model can be customized to include cabinets, counters or kiosks.

Each 10′ Unit Includes:

- Standard Carpet
- Solid White Sintra Panels
- (2) Stylish Arm Lights
- (1) Counter w/doors
- Basic Header Copy

Custom Options:

- Digital Print Graphic Panels
- Backlit Graphic Panels
- Additional Meter Counters
- Lockable Counter Doors
- Straight/Angled Shelving

Mod 1 10′ x 20′ PLUS

Rental Price: $2,054.00

Mod 1 | 10′ x 10′ PLUS

Order Now | 407.292.0025

AGS EXPO
SERVICES

ESSENTIAL DISPLAYS | **Mod 2**

The Mod 2 display, with its unique curved design element, is both stylish and within your budget. The central display area is perfect for a wide-format LCD display or custom shelving, with ample room for content and branding. With 10-foot and 20-foot lengths to accommodate any in-line exhibit space, our displays make exhibiting attractive and compelling.

The Mod 2 display is constructed from silver anodized aluminum and has a full two-meter header. This model can be customized to include cabinets, counters or kiosks.

Each 10' Unit Includes:

- Standard Carpet
- Solid White Sintra Panels
- (2) Stylish Arm Lights
- (1) Counter w/doors
- Basic Header Copy

Custom Options:

- Digital Print Graphic Panels
- Backlit Graphic Panels
- Additional Meter Counters
- Lockable Counter Doors
- LCD Display or Mount

Mod 2 10' x 20' PLUS

Rental Price: $2,032.16

Mod 2 | 10' x 10' PLUS

Order Now | 407.292.0025

AGS EXPO
SERVICES

ESSENTIAL DISPLAYS | **Mod 3**

The Mod 3 display has a distinct column like graphics structure and a wide back-wall space for extended marketing content. With 10-foot and 20-foot lengths to accommodate any in-line exhibit space, our displays make exhibiting attractive and compelling.

The Mod 3 display is constructed from silver anodized aluminum and has a full two-meter header. This model can be customized to include cabinets, counters or kiosks.

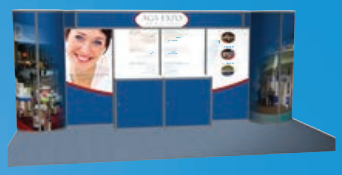
Each 10′ Unit Includes:

- Standard Carpet
- Solid White Sintra Panels
- (2) Stylish Arm Lights
- (1) Counter w/doors
- Basic Header Copy

Custom Options::

- Digital Print Graphic Panels
- Backlit Graphic Panels
- Additional Meter Counters
- Lockable Counter Doors
- Straight/Angled Shelving

Mod 3 10′ x 20′ PLUS



Rental Price: $1,497.60

Mod 3 | 10′ x 10′ PLUS

Order Now | 407.292.0025

AGS EXPO
SERVICES

ESSENTIAL DISPLAYS | **Mod 4**

Our Mod 4 display provides a modern, slick and stylish appearance. This extrusion-based exhibit features NEW Velcro-applied graphics. Headers and wings available in UV printed colors or frosted Plexiglas. These units come with two lights. Options include LCD monitor mounts, tables, counters, literature pockets and larger freight cases.

Each 10' Unit Includes:

- Standard Carpet
- Solid White Sintra Panels
- (2) Stylish Arm Lights

Custom Options:

- Digital Print Graphic Panels
- Custom Counters
- Straight/Angled Shelving

Rental Price: $3,570.32

Mod 4 | 10' x 10'

Order Now | 407.292.0025

AGS EXPO
SERVICES

ESSENTIAL DISPLAYS | **Mod 5**

The Mod 5 is a whole new approach to a traditional structure. Constructed from modern, square aluminum system, this display features custom options like integrated shelving, seamless "plant-on" style graphics and a unique stand-off header option. The Mod 5 display revolutionizes the modular in-line exhibit. With 10-foot and 20-foot lengths to accommodate any in-line exhibit space, our displays make exhibiting attractive and compelling.

The Mod 5 display is constructed from square-post silver anodized aluminum and can be customized to include cabinets, counters or kiosks.

Each 10' Unit Includes:

- Standard Carpet
- Solid White Sintra Panels
- (4) Custom Shelves
- (2) Stylish Arm Lights
- (1) Counter w/doors

Custom Options:

- Digital Print Graphic Panels
- Stand-Off & Custom Routed Header
- Additional Meter Counters
- Lockable Counter Doors

Rental Price: $3,138.72

Mod 5 | 10' x 10'

Order Now | 407.292.0025

AGS EXPO
SERVICES

ESSENTIAL DISPLAYS | **Mod 6**

The Mod 6 offers a modern flare to a backwall-style structure. Seamless plant-on graphics run edge-to-edge giving this wildly simple structure breathtaking graphic appeal. Supported by our robust system frame work, you can add pieces like LCD displays or custom shelving, with ample room for content and branding. With 10-foot and 20-foot lengths to accommodate any in-line exhibit space, the Mod 6 is a distinct choice for your next event.

The Mod 6 display is plated in direct-to-substrate printed panels and supported by our aluminum system. This model can be customized to include cabinets, counters or kiosks.

Each 10' Unit Includes:

- Standard Carpet
- Solid White Sintra Panels

Custom Options:

- Digital Print Graphic Panels
- Unique Floor Coverings
- Additional Counters
- Lockable Counters
- LCD Display or Mount

Mod 6 10' x 20'

Rental Price: $2,548.00

Mod 6 | 10' x 10' PLUS

Order Now | 407.292.0025

AGS EXPO
SERVICES

ESSENTIAL DISPLAYS | **MOD 8**

Simple to construct and easy to ship, AGS offers a wide variety of portable pop-up displays. The Mod 7 offers a three-panel, mural-style display for Velcro© applied or digitally printed graphics. Where simplicity and ease of setup is key, this highly visible display can be outfitted with a variety of accessories. These units are available to rent or purchase.

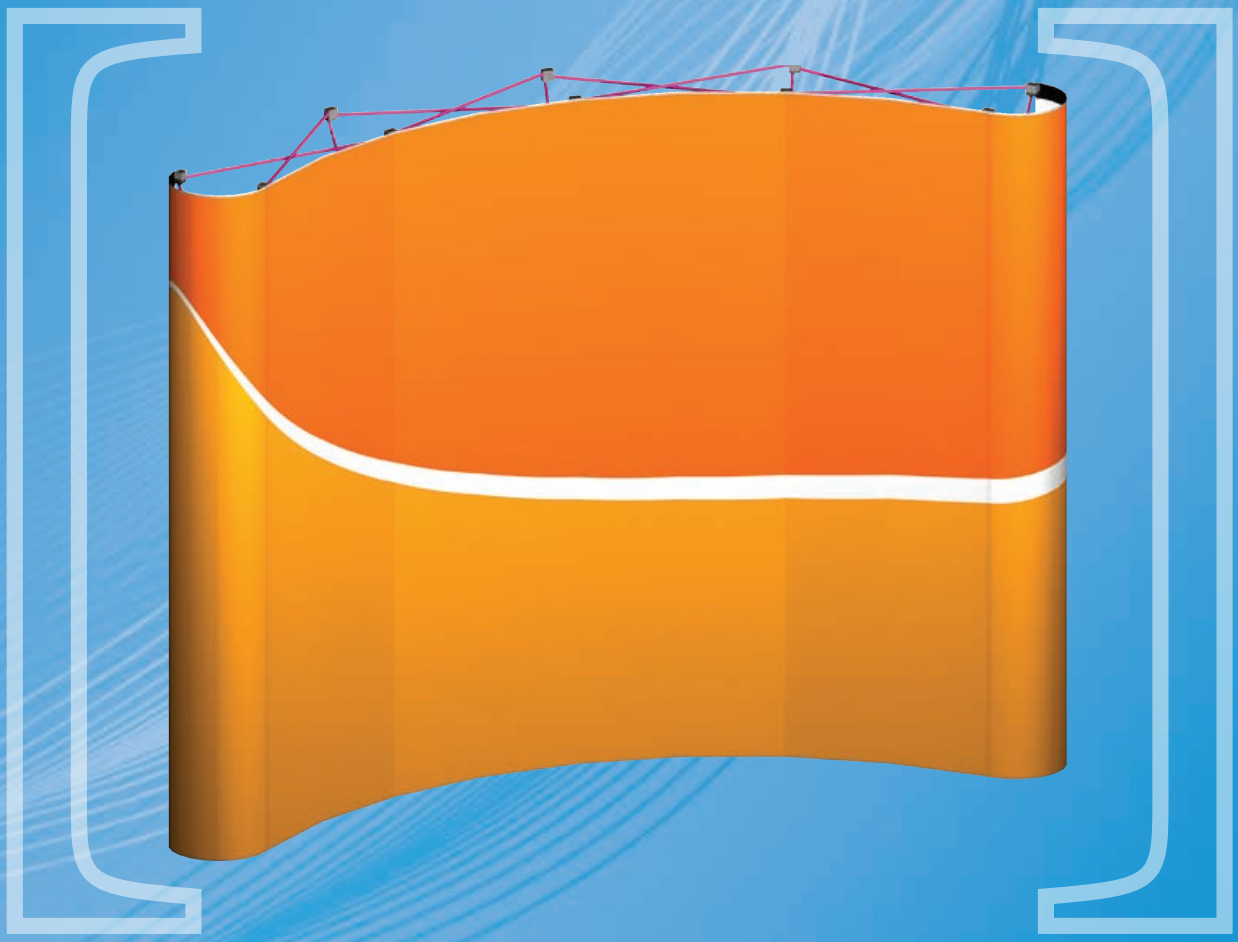
Each 10' Unit Includes:

- Standard Carpet
- Velcro© receptive panels

Custom Options:

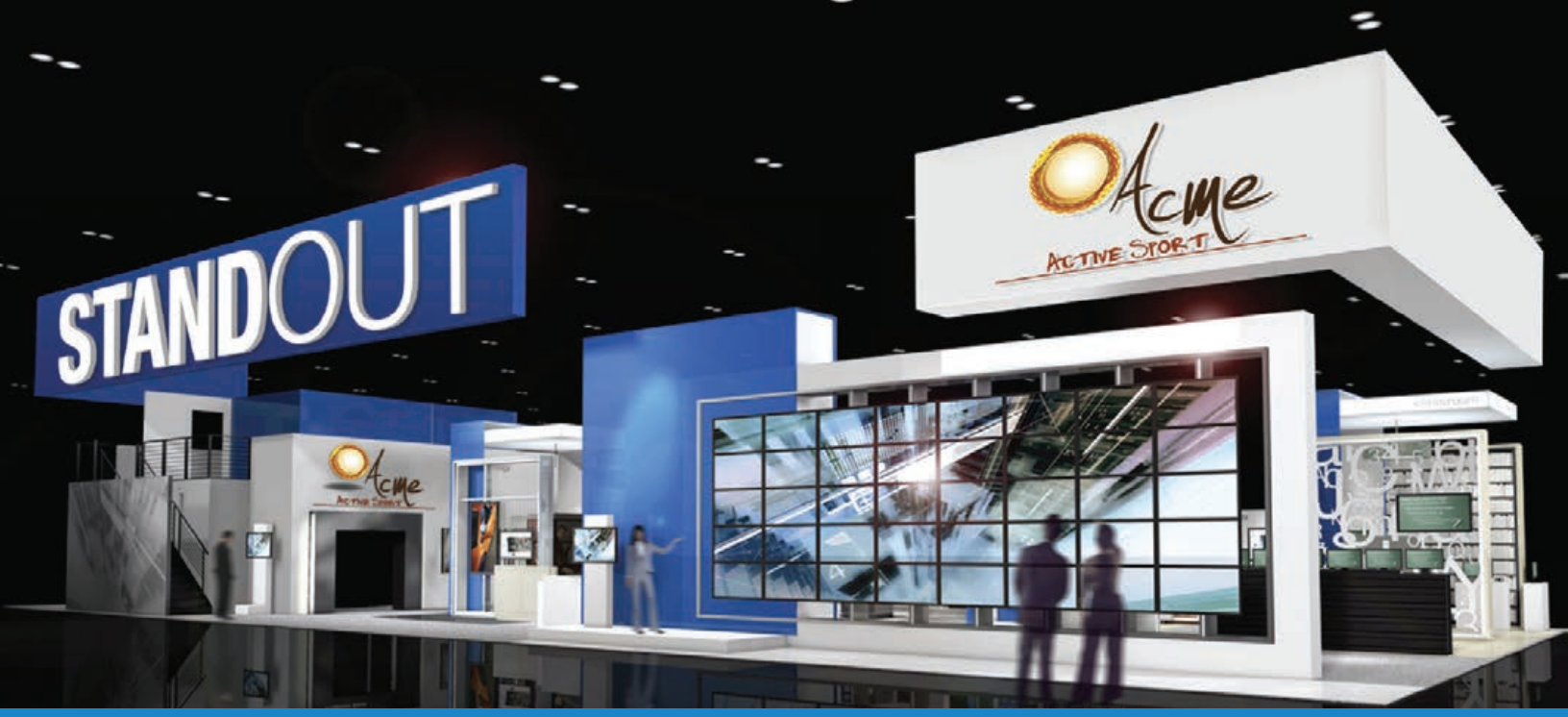
- Rugged shipping container
- Customizable graphics for podium
- Additional lighting or shelves

Rental Price: $1,820.00



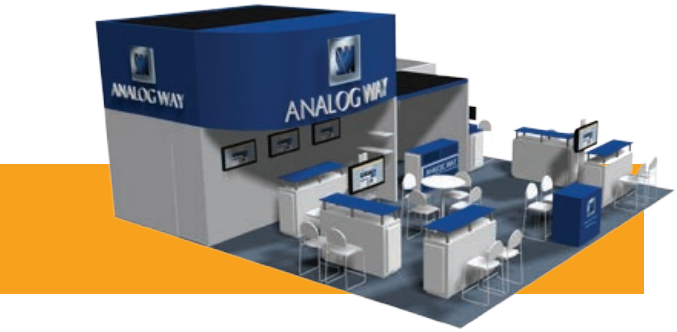
Order Now | 407.292.0025

GET CREATIVE | CUSTOM DISPLAYS



AGS Exhibits is an integrated ideas factory offering a fusion of creativity and tradeshow industry expertise. Our aim is to generate a display that will help you realize your marketing objectives, build customer awareness and deliver your message with flair and creativity.

AGS has a long history of quality and experience in compelling display graphics. Our blending of efficient practices, new printing technologies and high-quality materials results in flawless graphics, customer focused service and on-time delivery.



Custom Display Services:

- Hardwall or modular system designs
- Specialty floor coverings
- Unique counters & kiosks
- A/V solutions & presentation services
- Fully CAD rendered designs & drawings
- Multi-Level structures

Display Graphics:

- Theme & logo design
- Computer-cut vinyl
- Pull-out banners & backdrops
- Back-lit images/duratrans
- Flooring/carpet graphics
- Photo-realistic prints & enlargements

Let's Get Started!

phone: **407.219.3908**
fax: **1.407.292.4414**

email: **exhibits@ags-expo.com**
website: **www.ags-expo.com/exhibits**

Southern Exposure 2015
Caribe Royale Orlando
Orlando, FL
February 27 - 28, 2015

Discount Price Deadline Date
FEBRUARY 13TH
Method of payment must accompany your order

Company Name	Tel #	Booth Number
Billing Address	Email	
City / State / Zip	Signature	

Essential Displays Order Form

Make your exhibit stand out. AGS offers distinct turnkey displays to give your exhibit the look you need. Because our system is so flexible, we can design just about anything. If there is something special you would like constructed, please allow us the opportunity to provide your company with a specialized quote. Follow the steps below to organize and complete an Essential Display that fits your needs and budget.

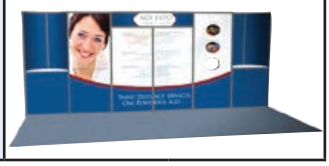
All Orders Include:

- Installation & Dismantle of Exhibit
- Standard Carpet
- Two Stylish Arm Lights (per 10' unit)
- Basic Header with Company Name

STEP 1 - Select a Display (See next page for remaining steps)

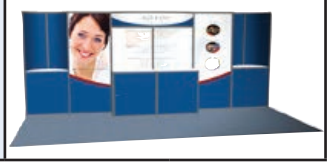
Mod 1

☐ 10' x 10'	$1,586.00	☐ 10' x 20'	$3,042.00



Mod 1 PLUS

☐ 10' x 10'	$2,054.00	☐ 10' x 20'	$3,912.48



Mod 2

☐ 10' x 10'	$1,728.48	☐ 10' x 20'	$3,314.48

Mod 2 PLUS

☐ 10' x 10'	$2,032.16	☐ 10' x 20'	$3,962.40

Mod 3

☐ 10' x 10'	$1,141.14	☐ 10' x 20'	$1,794.00

Mod 3 PLUS

☐ 10' x 10'	$1,497.60	☐ 10' x 20'	$2,934.88

ESSENTIAL DISPLAYS ORDER FORM

Southern Exposure 2015
Caribe Royale Orlando
Orlando, FL
February 27 - 28, 2015

Discount Price Deadline Date
FEBRUARY 13TH
Method of payment must accompany your order

Company Name	Tel #	Booth Number
Billing Address	Email	
City / State / Zip	Signature	

Essential Displays Order Form

STEP 2 - Select Your Package (check only one box)

☐ **BASIC PACKAGE** - Priced as Listed on Unit

- Installation & Dismantle of Exhibit
- Standard Carpet
- Two Stylish Arm Lights (per 10' unit)
- Basic Header with Company Name

Electrical not included with Essential Displays

PLEASE CHOOSE YOUR STANDARD CARPET COLOR:

☐ Blue ☐ Red ☐ Burgundy ☐ Gray ☐ Black ☐ Purple ☐ Hunter Green ☐ Teal

PLEASE INDICATE YOUR HEADER COPY:

- All header copy is printed in standard black lettering.

ALTERNATE PANEL COLORS (ADDITIONAL 35% CHARGE):

☐ Blue ☐ Red ☐ Gray ☐ Black ☐ Green

- All Essential Displays come with standard white panels.

☐ **PREMIUM PACKAGE** - Add $1,172.08 + tax (per 10' unit, please call for 20' unit quote)

- Installation & Dismantle of Exhibit
- Upgraded 26 oz. Carpet
- Two Stylish Arm Lights (per 10' unit)
- Daily Vacuuming for Exhibit
- $260.00 Credit toward Custom Graphics
- (1) 30" Pedestal Table, (2) Padded Side Chairs

PLEASE CHOOSE YOUR UPGRADED CARPET COLOR:

☐ Cherry Red ☐ Onyx Black ☐ Charcoal ☐ Colony Blue ☐ French Beige ☐ Emerald ☐ Gray Pearl

- Additional colors offered upon request.
- Rental includes installation prior to delivery of your exhibit, taping of all edges, and visqueen covering.

ESSENTIAL DISPLAY CUSTOM GRAPHICS - $260.00 Credit

AGS will contact you regarding your graphic order needs. AGS Graphics offers a variety of services to create a sleek and marketable look for your event. Please review the Graphic File Requirements page for details on how to prepare your graphics submission.

ALTERNATE PANEL COLORS *(ADDITIONAL 35% CHARGE):*

☐ Blue ☐ Red ☐ Gray ☐ Black ☐ Green

- All Essential Displays come with standard white panels.

Southern Exposure 2015
Caribe Royale Orlando
Orlando, FL
February 27 - 28, 2015

Discount Price Deadline Date
FEBRUARY 13TH
Method of payment must accompany your order

AGS EXPO SERVICES

Company Name	Tel #	Booth Number
Billing Address	Email	
City / State / Zip	Signature	

Essential Displays Order Form

STEP 3 - Select Your Accessories:

Cabinets		
Qty	Item	Discount
	30" - 1 Meter x 1/2 Meter	$510.33
	30" - 2 Meter x 1/2 Meter	$696.65
	30" - 1 Meter Curved	$484.22
	30" Sliding Doors	$89.01
	42" - 1 Meter x 1/2 Meter	$563.73
	42" - 2 Meter x 1/2 Meter	$765.49
	42" - 1 Meter Curved	$563.73
	42" Sliding Doors	$89.01

Shelving		
Qty	Item	Discount
	Straight Shelves	$89.01
	Angled Shelves	$89.01
	Interior Shelves	$89.01

Lighting & Light Boxes		
Qty	Item	Discount
	Swivel Flood Light	$3.56
	Light Box - Small	Quote Only
	Light Box - Medium	Quote Only
	Light Box - Large	Quote Only

Literature Holders		
Qty	Item	Discount
	Leaflet Holder	$26.11
	Brochure Holder	$37.98
	Literature Rack	$103.84

Paneling & Hooks		
Qty	Item	Discount
	1 Meter x 8' Slatwall	$196.86
	Waterfall Hooks	$29.67

PLEASE NOTE:

- Complete Essential Display packages can only be guaranteed if ordered prior to the discount deadline date.
- A 50% surcharge will apply to all orders made after the discount deadline depending upon availability of Essential Displays and Display accessories. Some changes cannot be completed on-site.
- Custom furnishings will be delivered to your booth separately from Displays and accessories.
- No units include electrical service. Electrical services must be ordered separately.

CANCELLATION POLICY

All order cancellations must be received prior to the discount deadline date. Orders cancelled at show site will be subject to a 100% cancellation fee.

Total Order

STEP 1 Essential Displays Rental Price: $ _____

STEP 2 Premium Package (If applicable): $_____

Alternate Panel Color (35% of Basic Pkg Price if applicable): $_____

STEP 3 Accessories - Subtotal: $_____

Sales Tax (6.50%): $_____

Total Essential Display Package: $ _____

Mail or Fax to: AGS Expo Services • 4561 SW 34th Street • Orlando, FL 32811
Phone: 407.292.0025 • **Fax:** 407.292.4414
Email: eventservices@ags-expo.com **Web:** www.ags-expo.com

Submit Form

Company Name	Tel #	Booth Number
Billing Address	Email	
City / State / Zip	Signature	

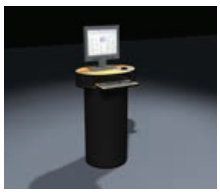
Computer Kiosk Order Form

Stylish and functional, each computer kiosk is constructed from anodized aluminum. These kiosks can serve as a centerpiece to any exhibit offering ample space to display computers, digital displays or information. Every unit can be customized for your needs to include custom counter tops, graphic panels and backlights.

All Orders Include:

- Installation & Dismantle of Unit
- White Sintra Panels
- Custom Graphics Upgrade Options
- Ample Counter Space for Computers

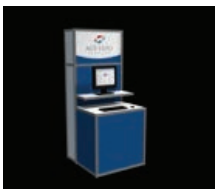
Select a Kiosk:



Kiosk A ☐

$357.50 per unit

Designed with space in mind, this smaller Velcro© receptive unit can be covered in unique display graphics.



Kiosk B ☐

$630.50 per unit

This kiosk offers wide tower graphic space with a full meter high counter and lockable storage space upon request.

Kiosk C ☐

$578.50 per unit

With a wide semi-circular counter top, this kiosk has ample space for large monitors and computers.

Please Note:

- Computer kiosks can only be guaranteed if ordered prior to the discount deadline date posted at the top of this page.
- All orders received after the discount deadline date will be assessed a 30% surcharge and are subject to availability at the time the order is received.
- Units do not include electrical service. Electrical services must be ordered separately using the appropriate order form included in this Exhibitor Service Manual.

Total Order

Order Subtotal: $ _____

Sales Tax (6.50%): $ _____

Total Computer Kiosk Order: $ _____

Digital Graphics & Signage

Whatever your graphic needs, AGS will work closely with you to create effective and attractive display graphics. Tell us your objective and we will match you with the best product. Our creative team can also assist you with design and branding ideas that are sure to enhance the impact of your exhibit. If you have any questions, please contact us at 407.292.0025 or email us at eventservices@ags-expo.com.

* Chrome easels and sign holders ordered seperatly.

VINYL BANNERS

Unlimited sizes, priced per square foot. Perfect for hanging in your booth.

STANDARD SHOWCARD SIGNS

Available in foamcore, sintra, gator board and other substrates in a range of standard sizes: 7"x11", 7"x22", 7"x44", 11"x14", 14"x44", 22"x28", 28"x44" and 40"x60"

BANNER STANDS

Our ultra-portable, lightweight, pullout banners are perfect for showcasing new products or show specials.

- Standard size 31.5" x 84", double-sided or single-sided graphics
- Other sizes also available
- Each unit comes with its own carring case
- Several styles to choose from
- Each display is durable providing a lifetime of use.

Southern Exposure 2015
Caribe Royale Orlando
Orlando, FL
February 27 - 28, 2015

Discount Price Deadline Date
FEBRUARY 13TH
Method of payment must accompany your order

AGS EXPO SERVICES

Company Name	Tel #	Booth Number
Billing Address	Email	
City / State / Zip	Signature	

Digital Graphics & Signage

Standard Sign Sizes		
Quantity	Size (h x w)	Price
	7" x 11"	$33.44
	7" x 22"	$34.49
	7" x 44"	$35.53
	11" x 14"	$41.80
	14" x 44"	$58.52
	22" x 28"	$62.70
	28" x 44"	Quote Only
	40" x 60"	Quote Only
Vinyl Banners		
		Quote Only
Banner Stands		
	31.5"W x 84"H	$488.00
	39.25"W x 84"H	$514.00
	31.5"W x 84"H - 2 sided	$612.00
Banner stands are also available for rental. Please call for quote.		

Digital Graphics		
Width	Hieght	Sq. ft.
Ttl. sq. ft.	x discout price	x standard price

Width	Hieght	Sq. ft.
Ttl. sq. ft.	x discout price	x standard price

Width	Hieght	Sq. ft.
Ttl. sq. ft.	x discout price	x standard price

SUBSTRATES

☐ Foamcore ☐ Acrylic ☐ Banner
☐ Duratrans ☐ Sintra ☐ Gator Board
☐ Canvas ☐ Show Card ☐ Ultra Board

LAYOUT

VERTICAL HORIZONTAL

***To place your order after the discount deadline, please call for availability and price quote**

Sign Copy *(please include any text, sketches, image files or design ideas when submitting your order)*

_____

_____

_____

Total Order

Order Subtotal: $ _____

Sales Tax(6.50%): $ _____

Total Order: $ _____

Mail or Fax to: AGS Expo Services • 4561 SW 34th Street • Orlando, FL 32811
Phone: 407.292.0025 • **Fax:** 407.292.4414
Email: eventservices@ags-expo.com **Web:** www.ags-expo.com

Submit Form

AGS EXPO SERVICES

Graphic File Requirement Guidelines

AGS's Preferred File Formats

Do not send images obtained from the Internet, Microsoft Word documents or Power Point slides for large format production. These are the preferred formats in order of preference:

- Adobe Illustrator (.ai)
- Illustrator EPS (.eps)
- Photoshop High (.psd) *
- TIFF (.tif) *
- JPEG (.jpg) *
- InDesign (.indd)

We can accept your electronic files on the following types of media:

- CD/DVD-ROM
- FTP (You can upload to our FTP site or we can download from your FTP site)
- E-Mail (15MB max)

Fonts

Please convert all fonts to "Outlines" before sending files. If this is not possible, include the fonts along with the transfer of the production files. Having access to the font used in your graphic is essential for us to make changes to text on any of your signage. In many cases you will want to make last minute changes or additions to your sign order. In order for us to edit type, or add additional text, we will need the fonts. We will also need the fonts for proper print output if you have sent us Adobe Illustrator files without turning the text to "Outlines" or Photoshop files without "Rasterizing" the type layers.

Color Matching

AGS uses PANTONE COLOR BRIDGE as a color reference to achieve the closest possible match to your color preferences. It is not possible to use PMS colors in CMYK or RGB Photoshop images, but we still would like to have Pantone Matching System (PMS) colors noted on the proofs and/or in writing as a reference for print comparison.

AGS will match PMS colors as closely as possible using our XRITE I1O1 Table and software. We Build ICC profiles to ensure color consistency across all our printable substrates.

What size will your final print be?

AGS produces graphics in a multitude of sizes depending on your specific needs. Contact your Account Representative and they will provide you with information regarding all the signage for your particular event.

Postscript vector outlined file types such as .ai and .eps are resolution independent, re-sizable without quality compromise and preferred especially for logos, however rasterized bit-mapped images such as Photoshop, Tiffs or JPEGs should be high resolution (150 - 300 dpi) at full size, 1:1 ratio. Any such images linked or embedded in InDesign or Illustrator files should be high resolution as well.

*** Rasterized bit-mapped pixel based images should be high resolution 150 - 300 dpi at full size 1:1 ratio.**

Based on viewing distance, here are some basic guidelines for resolution when working with formats such as .psd, .tif and .jpg files. This is the minimum resolution your graphic should be at full size dimensions:

- Viewing distance of 1-4 feet . . . . 150 dpi at full size
- Viewing distance of 5-9 feet . . . 100 dpi at full size
- Greater than 10 feet . . . . . 72 dpi at full size

Extremely large banners might possibly be saved at lower resolutions to reduce the file size, but the file you send to AGS should be a minimum of 72 dpi and we will modify it as necessary.

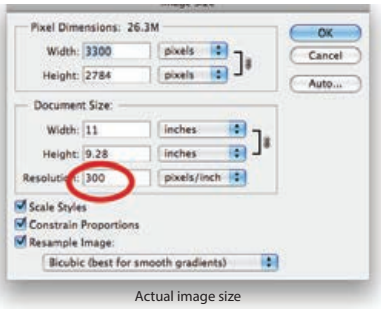
Graphic File Requirement Guidelines

Image Size and Resolution

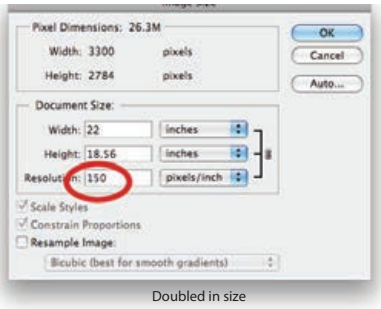
The resolution of an image is determined by the number of pixels per inch (ppi) printed on a page. Photographs and artwork files should always be an absolute minimum of 72 dpi at full production size. It is preferred that art sent to us for production be at least 150 dpi or higher. If the art's dimensions are smaller than actual size of the final print, the resolution needs to be higher to compensate.

For example: If a file needs to be printed at 6 feet by 4 feet and your file is only 3 feet by 2 feet at 72 dpi, it will be pixelated and blurry when it is printed at full size.

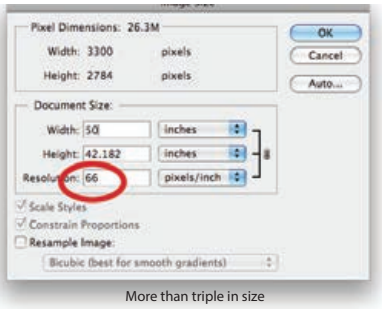
When you blow it up to full size, you are actually cutting the resolution by half. (3'x 2' at 72 dpi = 6' x 4' at 36 dpi) You can figure out if a file will print properly by opening it in Adobe Photoshop and going to the Image menu to Image Size. This window will show you exactly how much resolution you are losing when you enlarge the image to its full printing size. Check off the box marked "Resample Image" then change the width and height to the final printed dimensions. The resolution will change automatically, showing you what the actual resolution will become when the image is resized. One exception to this is graphics for extremely large banners which can print well at 36 dpi when seen from a distance of 10 ft. or more.



Actual image size



Doubled in size



More than triple in size

In this example you can see how the image loses resolution as the size is increased in Adobe Photoshop. If it were to be printed at 50" the resolution would only be 66 dpi. This same loss of resolution occurs if you bring the image into Adobe Illustrator and make it bigger by dragging one of the corners.

Printing the same low-resolution image at different sizes you can see how this low resolution image becomes "pixelated" as it is increased in size for printing. This is a perfect example of why a small piece of art taken off a website at 72 dpi is unacceptable for printing.

Questions?

In order to ensure the highest quality products, please make certain that all files submitted to AGS adhere to this criteria. If for any reason you are unfamiliar with any of these items, have any questions or need information on accessing the FTP site, please contact our Director of Graphic Operations, Mr. Aziz Khan.

Phone: **407.292.0025**

email: **akhan@ags-expo.com**

Custom Furnishings

Catalog and Forms

Custom Furnishings Catalog 87
Custom Furnishings Order Form 109

Return to Contents

Lounge Areas

Uptown

A-1 Black Suede Sofa
83"L x 32"D x 32"H

A-2 Black Suede Loveseat
59"L x 32"D x 32"H

A-3 Black Suede Chair
39"L x 32"D x 32"H

A-4 Black Suede Bench
61"L x 20"D x 17"H

A-5 Nickel Glass Ckt Table
52"L x 31"D x 19"H

A-6 Nickel Glass End Table
26"L Diameter 22"H

Lounge Areas

Uptown

A-7 - Black Suede Corner
33"L x 33"D x 28"H

A-8 - Black Suede Center
31"L x 33"D x 28"H

A-9 - Half Round Black Ottoman
72"L x 36"D x 18"H

A-10 Black Glass Ckt Table
48"L x 24"D x 17"H

A-11 Black Glass End Table
21"L x 21"D x 21"H

A-12 Black Floor Lamp
Black, 72"H

Newport

B-1 Tan Suede Sofa
79"L x 34"D x 32"H

B-2 Tan Suede Loveseat
54"L x 34"D x 32"H

B-3 Tan Suede Chair
32"L x 34"D x 32"H

B-4 Natural Ckt Table
48"L x 24"D x 17"H

B-5 Natural End Table
24"L Diameter 21"H

B-6 Green Suede Ottaman
32"L x 19"D x 17"H

B-7 Green Suede Chair
32"L x 34"D x 32"H

Lounge Areas

Laredo

C-1 Black Leather Sofa
77"L x 34"D x 32"H

C-2 Black Leather Loveseat
54"L x 34"D x 32"H

C-3 Black Leather Chair
32"L x 34"D x 32"H

C-4 Black Chrome Ckt Table
46"L x 23"D x 18"H

C-5 Black Chrome End Table
23" Diameter 20"H

C-6 Black Chrome Lamp
22"H

Bristol

D-1 Grey Upholstery Sofa
77"L x 33"D x 31"H

D-2 Grey Upholstery Loveseat
54"L x 33"D x 31"H

D-3 Grey Upholstery Chair
32"L x 33"D x 31"H

D-4 Black Cube Ckt Table
30"L x 30"D x 16"H

D-5 Black Round Ckt Table
30" Diameter 15"H

D-6 Black Cube End Table
24"L x 24"D x 20"H

Lounge Areas

South Beach

E-1 White Sofa
77"L x 43"D x 32"H

E-2 White Chair
53"L x 3342"D x 32"H

E-3 Bench
53"L x 27"D x 16"H

E-4 Red Sofa
77"L x 34"D x 32"H

E-5 Red Chair
53"L x 34"D x 32"H

E-6 Red Bench
53"L x 27"D x 16"H

E-7 Square White Cocktail, White & Chrome
31"L x 31"D x 15"H

E-8 Rectangle White Cocktail, White & Chrome
46"L x 23"D x 11"H

E-9 White End, White & Chrome
20"L x 20"D x 19"H

Barcelona

F-1 Barcelona Chair Red
3883"L x 32"D x 32"H
F-2 Barcelona Ottaman Red
3883"L x 32"D x 32"H

F-3 Barcelona Chair White
3883"L x 32"D x 32"H
F-4 Barcelona Ottaman White
3883"L x 32"D x 32"H

F-5 Barcelona Chair Black
3883"L x 32"D x 32"H
F-6 Barcelona Ottaman Black
3883"L x 32"D x 32"H

Lounge Areas

Melrose

G-1 Red Swirl Sofa
78"L x 41"D x 30"H

G-2 Red Swirl Chair
40"L x 36"D x 30"H

G-3 Red Swirl Bench
61"L x 21"D x 17"H

Monte Carlo

H-1 Love - Black_cmyk
50"L x 38"D x 29"H

H-2 Corner - Black_cmyk
40"L x 40"D x 29"H

H-3 Love - White_cmyk
50"L x 38"D x 29"H

H-4 Corner - White_cmyk
40"L x 40"D x 29"H

Monte Carlo Setting

CUSTOM FURNISHINGS CATALOG

Contempo

I-1 Contempo Sofa - White
71"L x 34"D x 30"H

I-2 Contempo Bench - White
71"L x 34"D x 17"H

I-3 Contempo Ottoman - White
40"L x 40"D x 17"H

I-4 Contempo Sofa - Black
71"L x 34"D x 30"H

I-5 Contempo Bench -Black
71"L x 34"D x 17"H

I-6 Contempo Ottoman - Black
40"L x 40"D x 17"H

I-7 Chrome Glass Ckt Table
45"L x 32"D x 18"H

I-8 Chrome Glass End Table
25" Diameter 21"H

I-9 Glove Chair
30"L x 30"D x 32"H

CUSTOM FURNISHINGS CATALOG

Havana

J-1 Havana Sofa
88"L x 38"D x 37"H

J-2 Havana Chair
47"L x 38"D x 37"H

J-3 Havana Cocktail
48"L x 24"D x 18"H

J-4 Havana End
24"L x 22"D x 22"H

J-5 Burgundy Wingback Chair
35"L x 36"D x 45"H

J-6 Cherry Desk Chair
16"L x 18"D x 39"H

J-7 Cherry Writing Desk
48"L x 24"D x 30"H

J-8 Brass Lamp
28"H

J-9 White_Leather_Banquette_59R x 38H
59"L x 29"D x 39"H Seat Height 17"H

J-10 Cube
18"L x 18"D x 17"H

J-11 Black Cube
18"L x 18"D x 18"H

Tables & Chairs

Black Table *(Textured Top)*
K-1 24" Diameter Top x 29" H
K-2 30" Diameter Top x 29" H
K-3 36" Diameter Top x 29" H
K-4 42" Diameter Top x 29" H

K-5 Black Euro Chair
22"L x 23"D x 28"H

K-6 Jet Black Chair
16"L x 18"D x 31"H

Black Café Tall Bar Table *(Textured Top)*
K-7 24" Diameter Top x 29" H
K-8 30" Diameter Top x 29" H
K-9 36" Diameter Top x 29" H

K-10 Black Bar Stool
21"L x 20"D x 41"H

K-11 Jet Black Bar Stool
16"L x 18"D x 42"H

Stage Chairs

K-12 Mocha Stage Chair
28"L x 26"D x 32"H

K-13 Black Tub Chair
25"L x 25"D x 33"H

K-14 Grey Tub Chair
25"L x 25"D x 33"H

K-15 Black Tulip Chair
22"L x 19"D x 36"H

Tables & Chairs

Table, Maple & Chrome
L-1 30" Diameter 29"H
L-2 36" Diameter 29"H

L-3 Maple Chrome Chair
16"L x 18"D x 31"H

Tall Bar Table, Maple & Chrome
L-4 30" Diameter 42"H
L-5 36" Diameter 42"H

L-6 Maple Chrome Bar Stool
16"L x 18"D x 42"H

L-7 Maple Back Bar Stool
16"L x 18"D x 42"H

Black & Chrome Table
L-7 30" Diameter 29"H
L-8 36" Diameter 29"H

L-9 Black & Chrome Chair
16"L x 18"D x 31"H

Black & Chrome Tall Bar Table
L-10 30" Diameter 42"H

L-12 Black Chrome Bar Stool
16"L x 18"D x 42"H

L-13 Black Chrome Back Stool
19"L x 14"D x 42"H

CUSTOM FURNISHINGS CATALOG

Tables & Chairs

L-14 Black & Glass Table
42" Diameter 29"H

L-15 Chrome & Glass Table
36" Diameter 32"H

L-16 Black Black Chair
21"L x 20"D x 28"H

L-17 Chrome & Glass
Tall Bar Table
28" Diameter 42"H

L-18 White Swivel
15"L x 15"D x 25" - 32"H

L-19 Black Swivel
15"L x 15"D x 25" - 32"H

L-20 Chrome Table
30" Diameter 32"H

L-21 Chrome Chair
24"L x 18"D x 29"H

L-22 Chrome Bar Tall Table
28" Diameter 42"H

L-23 Chrome Bar Stool
20"L x 16"D x 39"H

CUSTOM FURNISHINGS CATALOG

Tables & Chairs

M-1 Blue & Black Chair
20"L x 20"D x 32"H

M-2 Blue & Black Bar Stool
20"L x 22"D x 45"H - swivel

M-3 Red & Black Chair
20"L x 20"D x 32"H

M-4 Red & Black Bar Stool
20"L x 22"D x 45"H swivel

M-4 Black Chrome Euro Stool
20"L x 22"D x 45"H

M-5 RedChrome Euro Stool
20"L x 22"D x 45"H

M-5 Tall Café Table, White & Chrome (Laminant Top)
30" Diameter Top x 42" H

M-6 Bar Stool, White & Chrome
17"L x 18"D x 35"H
Seat Height 20.5"-31" - swivel

Gelato Table
24" Diameter x 31" to 40" Adjustable Height
M-7 White
M-8 Grey
M-9 Black

Scoop Chair
24" Diameter x 31" to 40" Adjustable Height
M-10 Red
M -11 Grey
M-12 Black
M-13 White

CUSTOM FURNISHINGS CATALOG

Display Pedestals

Black Pedestals
N-1 12"L x 12"D x 30"H
N-2 12"L x 12"D x 36"H
N-3 12"L x 12"D x 42"H

Grey Pedestals
N-4 12"L x 12"D x 30"H
N-5 12"L x 12"D x 36"H
N-6 12"L x 12"D x 42"H

Black Pedestals
N-7 18"L x 18"D x 30"H
N-8 18"L x 18"D x 36"H

Grey Pedestals
N-9 18"L x 18"D x 36"H
N-10 18"L x 18"D x 42"H

N-11 Black Solid Pedestal
24"L x 24"D x 42"H

N-12 Grey Soild Pedestal
24"L x 24"D x 42"H

N-13 Pedestal, Black w/optional Tray & Locking Door
24"L x 24"D x 42"H

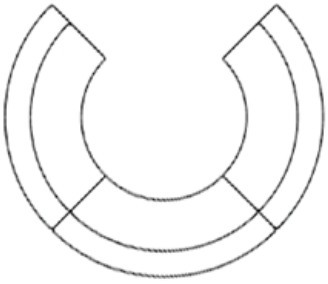
N-14 Pedestal, White w/optional Tray & Locking Door
24"L x 24"D x 42"H

CUSTOM FURNISHINGS CATALOG

Bars

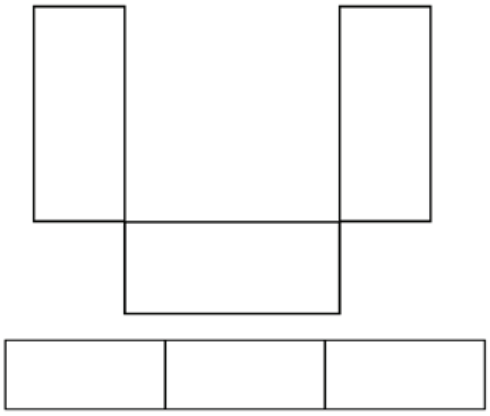
O-1 Martini Bar
50"L x 50"D x 47"H

O-2 Martini bar with colored lighting options
No electric required.
50"L x 50"D x 47"H



Suggested Layouts

O-3 Cosmopolitan Bar
72"L x 27"D x 42"H



Suggested Layouts

O-4 Cosmopolitan bar with colored lighting option. Electric required.
72"L x 27"D x 42"H

Accessories

O-5 Reception Counter
48"L x 16"D x 42.5"H

O-6 Black Countour Reception Counter
with literature holder - Black
45"L x 21"D x 41"H

O-7 Grey Countour Reception Counter
with literature holder - White
45"L x 21"D x 41"H

O-8 42inch Computer Table
36"L x 30"D x 42"H

O-9 30inch Computer Table
48"L x 30"D x 30"H

O-10 Parson Desk
48"L x 24"D x 29"H

O-11 Refrigerator
20"L x 20"D x 34"H

O-12 Coat Rack
21" Sqare Base 68"H

O-13 Black Mirror
15"L x 71"H

O-14 Literature Stand
10"L x 9"D x 64"H

O-15 Silver Folding
Literature Stand
11"L x 15"D x 60"H

O-16 Black Folding
Literature Stand
11"L x 15"D x 60"H

O-17 Floor Lamp
off-White Paper Shade
10"L x 10"D x 61"H

Conference Tables

Maple Conference Table
P-1 6ft 72"L x 36"D x 29"H
P-2 8ft 96"L x 48"D x 29"H

Mahogany Conference Table
P-3 6ft 72"L x 36"D x 29"H
P-4 8ft 96"L x 48"D x 29"H
P-5 10ft 120"L x 48"D x 29"H

Honey Oak Conference Table
P-6 6ft 72"L x 36"D x 29"H

Black Oval Conference Table
P-7 6ft 72"L x 36"D x 29"H
P-8 8ft 96"L x 48"D x 29"H
P-9 10ft 120"L x 48"D x 29"H

Grey Oval Conference Table
P-10 6ft 72"L x 36"D x 29"H
P-11 8ft 96"L x 48"D x 29"H

Conference Table Black & Glass
P-12 5ft 60"L x 36"D x 29"H

P-13 Frosted Glass Chrome Table
53"L x 33"D x 29"H

P-14 Honey Oak Round Table
42" Diameter Top x 29"H

P-15 Mahogany Table
42" Diameter Top x 29"H

Conference Chairs

Q-1 Leather Executive Chair
25"L x 28"D x 43"H

Q-2 Mesh Executive Chair
25"L x 28"D x 43"H

Q-5 Blk Jr. Executive Chair
24"L x 25"D x 38"H

Q-6 Grey Jr. Executive Chair
24"L x 25"D x 38"H

Q-7 Black Sled Chair
24"L x 24"D x 32"H

Q-8 Grey Sled Chair
24"L x 24"D x 32"H

Q-9 Blk Chrome Breuer Chair
19"L x 23"D x 31"H

Q-10 Grey Chrome Breuer Chair
19"L x 23"D x 31"H

Q-11 Black Drafting Stool
20"L x 23"D x 51"H
Seat Height: 23" - 33"

Q-12 Grey Drafting Stool
20"L x 23"D x 51"H
Seat Height: 23" - 33"

Q-13 Black Secretarial Chair
20"L x 23"D x 36"H
Seat Height: 16" - 21"

Q-14 Grey Secretarial Chair
20"L x 23"D x 36"H
Seat Height: 16" - 21"

Q-3 Izzo Chair - White
25"L x 28"D x 42"H

Q-4 Izzo Chair - Black
25"L x 28"D x 42"H

Shelving and Storage

R-1 Black Etagere (glass shelves)
30"L x 14"D x 67"H

R-2 Chrome Etagere (glass shelves)
30"L x 14"D x 67"H

48inch Bookcase
36"L x 12"D x 48"H
R-3 Grey
R-4 Black

72inch Bookcase
36"L x 12"D x 72"H
R-5 Grey
R-6 Black

Filing Cabinet, 2-Drawer
15"L x 25"D x 29"H
R-7 Grey
R-8 Black

R-9 4-Dr Black File Cabinet
15"L x 25"D x 52"H

42inch Storage Cabinet
36"L x 18"D x 42"H
R-10 Grey, R-11 Black

R-12 72inch Black Storage Cabinet
36"L x 18"D x 72"H

CUSTOM FURNISHINGS CATALOG

Office Credenzas

S-1 Natural Black Desk
60"L x 30"D x 29"H

S-2 Natural Black Credenza
60"L x 20"D x 29"H

S-3 Honey Executive Desk
60"L x 30"D x 29"H

S-4 Honey Credenza
66"L x 20"D x 29"H

S-5 Mahogany Desk
60"L x 30"D x 29"H

S-6 Mahogany Credenza
60"L x 20"D x 29"H

S-7 Grey Executive Desk
60"L x 30"D x 29"H

S-8 Grey Credenza
60"L x 20"D x 29"H

Cabana Outdoor Furniture

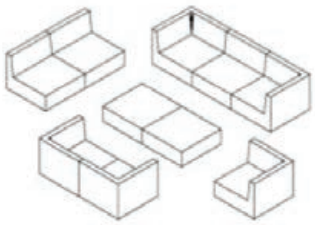
Catalina

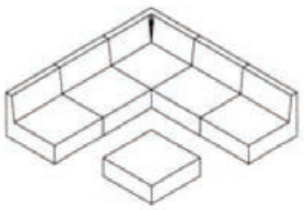
T-1 CATALINA Corner Lounge
35"L x 35"D x 27"H

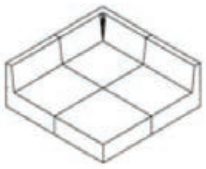
T-2 CATALINA Middle Lounge
35"L x 35"D x 27"H

T-3 CATALINA Cocktail Table
35"L x 35"D x 11"H
T-3C CATALINA Cocktail Table w/Cushioned
T-3G CATALINA Cocktail Table w/Glass

T-4 CATALINA end
19"L x 19"D x 19"H







Arrangement Suggestions

Cabana Outdoor Furniture

Barbados

T-6 Barbados_small_backrest
50"L x 33"D x 28"H

T-7 Barbados_large_backrest
50"L x 33"D x 28"H

T-8 Barbados_curved section
50"L x 33"D x 11"H

T-9 Barbados end Section
31"L x 18"D x 11"H
T-9C Barbados end Section w/cushion
T-9G Barbados end Section w/Glass

CUSTOM FURNISHINGS CATALOG

Cabana Outdoor Furniture

Antigua

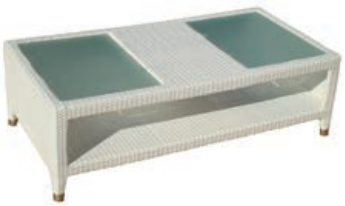
T-11 ANTIGUA Corner
30"L x 30"D x 28"H

T-12 ANTIGUA Armless Lounge
23"L x 32"D x 28"H

T-13 Right Arm Lounge
52"L x 32"D x 28"H

T-14 Left Arm Lounge
52"L x 32"D x 28"H

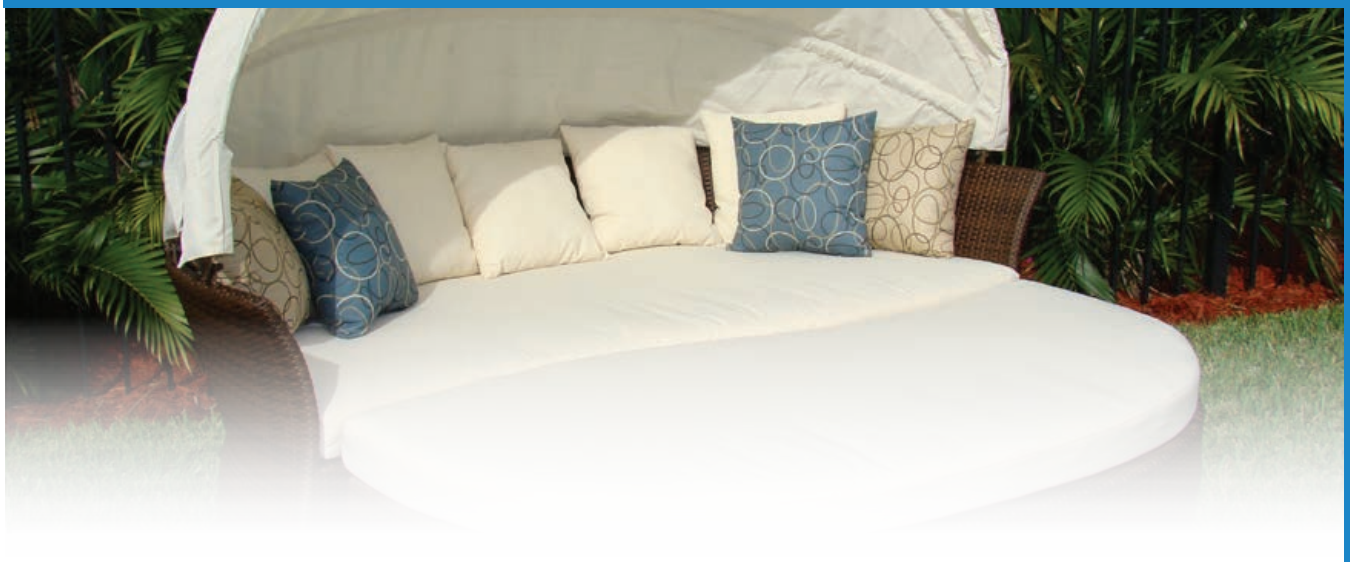
T- 15 ANTIGUA (BARRIO) Arm Chair
33"L x 32"D x 28"H



T- 16 ANTIGUA Cocktail Table
25"L x 51"D x 15"H

T-17 ANTIGUA End Table
17"L x 17"D x 15"H

Cabana Outdoor Furniture



Montego

Montego Lounge Ottoman Group

T-18 Lounge – 78"L x 35"D x 30"H

T-19 Ottoman – 74"L x 36"D x 14"H

Montego Chairs and Table

T-20 6.5' Table – 78"L x 35"D x 30"H

T-21 6.5' Chair – 20"L x 21"D x 34"H

Southern Exposure 2015
Caribe Royale Orlando
Orlando, FL
February 27 - 28, 2015

Discount Price Deadline Date
FEBRUARY 13TH
Method of payment must accompany your order

AGS EXPO SERVICES

Company Name	Tel #	Booth Number
Billing Address	Email	
City / State / Zip	Signature	

CUSTOM FURNISHINGS ORDER FORM

STYLE A			
Item #	Quantity	Name	Price
A-1		Black Suede Sofa	$445.50
A-2		Black Suede Loveseat	$407.00
A-3		Black Suede Chair	$286.00
A-4		Black Suede Bench	$253.00
A-5		Nickel/Glass Ckt Table	$187.00
A-6		Nickel/Glass End Table	$170.50
A-7		Black Suede Corner	$286.00
A-8		Black Suede Armless	$286.00
A-9		Black/Half Round Ottoman	$357.50
A-10		Black/Glass Ckt Table	$187.00
A-11		Black/Glass End Table	$170.50
A-12		Black Floor Lamp	$93.50

STYLE B			
Item #	Quantity	Name	Price
B-1		Tan Suede Sofa	$445.50
B-2		Tan Suede Loveseat	$407.00
B-3		Tan Suede Chair	$286.00
B-4		Natural Ckt Table	$187.00
B-5		Natural End Table	$170.50
B-6		Green Suede Ottoman	$154.00
B-7		Green Suede Chair	$286.00

STYLE C			
Item #	Quantity	Name	Price
C-1		Black Leather Sofa	$445.50
C-2		Black Leather Loveseat	$407.00
C-3		Black Leather Chair	$286.00
C-4		Black/Chrome Ckt Table	$214.50
C-5		Black/Chrome End Table	$187.00
C-6		Black/Chrome Lamp	$93.50

STYLE D			
Item #	Quantity	Name	Price
D-1		Grey Sofa	$418.00
D-2		Grey Loveseat	$374.00
D-3		Grey Chair	$280.50
D-4		Black Cube Ckt Table	$192.50
D-5		Black Round Ckt Table	$192.50
D-6		Black Cube End Table	$176.00

STYLE E			
Item #	Quantity	Name	Price
E-1		White Sofa	$539.00
E-2		White Chair	$346.50
E-3		White Bench	$253.00
E-4		Red Sofa	$539.00
E-5		Red Chair	$346.50
E-6		Red Bench	$253.00
E-7		White Square Ckt Table	$181.50
E-8		White Rectangle Ckt Table	$181.50
E-9		White End Table	$170.50

STYLE F			
Item #	Quantity	Name	Price
F-1		Barcelona Chair Red	$379.50
F-2		Barcelona Ottoman Red	$192.50
F-3		Barcelona Chair White	$379.50
F-4		Barcelona Ottoman White	$192.50
F-5		Barcelona Chair Black	$379.50
F-6		Barcelona Ottoman Black	$192.50

STYLE G			
Item #	Quantity	Name	Price
G-1		Red Swirl Sofa	$539.00
G-2		Red Swirl Chair	$346.50
G-3		Red Swirl Bench	$253.00

STYLE H			
Item #	Quantity	Name	Price
H-1		Black Sectional Loveseat	$473.00
H-2		Black Sectional Sofa	$346.50
H-3		White Sectional Loveseat	$473.00
H-4		White Sectional Corner	$346.50

Southern Exposure 2015
Caribe Royale Orlando
Orlando, FL
February 27 - 28, 2015

Discount Price Deadline Date
FEBRUARY 13TH
Method of payment must accompany your order

AGS EXPO SERVICES

Company Name	Tel #	Booth Number
Billing Address	Email	
City / State / Zip	Signature	

STYLE I

Item #	Quantity	Name	Price
I-1		White Curve Sofa	$517.00
I-2		White Curve Bench	$335.50
I-3		White Round Ottoman	$253.00
I-4		Black Curve Sofa	$517.00
I-5		Black Curve Bench	$335.50
I-6		Black Round Ottoman	$253.00
I-7		Chrome/Glass Ckt Table	$214.50
I-8		Chrome/Glass End Table	$187.00
I-9		Wht/Chrome Glove Chair	$297.00

STYLE J

Item #	Quantity	Name	Price
J-1		Havana Sofa	$539.00
J-2		Havana Chair	$346.50
J-3		Havana Ckt Table	$214.50
J-4		Havana End Table	$195.80
J-5		Burgundy Chair	$335.50
J-6		Cherry Desk Chair	$181.50
J-7		Cherry Writing Desk	$258.50
J-8		Brass Lamp	$93.50
J-9		White Suede Banquette	$379.50
J-10		White Suede Cube	$115.50
J-11		Black Leather Cube	$115.50

STYLE K

Item #	Quantity	Name	Price
K-1		24" Black Table	$137.50
K-2		30" Black Table	$137.50
K-3		36" Black Table	$154.00
K-4		42" Black Table	$187.00
K-5		Black Euro Chair	$126.50
K-6		Jet Black Chair	$126.50
K-7		24" Black Café Tall Tbl	$181.50
K-8		30" Black Café Tall Tbl	$181.50
K-9		36" Black Café Tall Tbl	$192.50
K-10		Black Bar Stool	$154.00
K-11		Jet Black Bar Stool	$181.50
K-12		Mocha Stage Chair	$170.50
K-13		Black Tub Chair	$253.00
K-14		Grey Tub Chair	$253.00
K-15		Black Tulip Chair	$181.50

STYLE L

Item #	Quantity	Name	Price
L-1		30" Maple Table	$154.00
L-2		36" Maple Table	$170.50
L-3		Maple/Chrome Chair	$148.50
L-4		30" Maple Tall Bar Table	$187.00
L-5		36" Maple Tall Bar Table	$192.50
L-6		Maple/Chrome Bar Stool	$181.50
L-7		30" Black/Chrome Table	$143.00
L-8		36" Black/Chrome Table	$159.50
L-9		Black/Chrome Chair	$148.50
L-10		30" Blk/Chrome Tall Bar Tbl	$187.00
L-11		36" Blk/Chrome Tall Bar Tbl	$192.50
L-12		Black/Chrome Bar Stool	$181.50
L-13		Blk/Chrome Back Stool	$181.50
L-14		Black/Glass Table	$159.50
L-15		Chrome/Glass Table	$159.50
L-16		Black/Black Chair	$126.50
L-17		Chrome/Glass Tall Bar Table	$214.50
L-18		White Swivel Bar Stool	$154.00
L-19		Black Swivel Bar Stool	$154.00
L-20		Chrome Table	$159.50
L-21		Chrome Chair	$148.50
L-22		Chrome Bar Tall Table	$192.50
L-23		Chrome Bar Stool	$181.50

STYLE M

Item #	Quantity	Name	Price
M-1		Blue/Black Chair	$148.50
M-2		Blue/Black Bar Stool	$181.50
M-3		Red/Black Chair	$148.50
M-4		Red/Black Bar Stool	$181.50
M-5		30" Wht/Chrome Tall Bar	$187.00
M-6		White/Chrome Bar Stool	$192.50
M-7		White Gelato Table	$236.50
M-8		Grey Gelato Table	$236.50
M-9		Black Gelato Table	$236.50
M-10		Red Scoop Chair	$181.50
M-11		Grey Scoop Chair	$181.50
M-12		Black Scoop Chair	$181.50
M-13		White Scoop Chair	$181.50

CUSTOM FURNISHINGS ORDER FORM

Southern Exposure 2015
Caribe Royale Orlando
Orlando, FL
February 27 - 28, 2015

Discount Price Deadline Date
FEBRUARY 13TH
Method of payment must accompany your order

AGS EXPO SERVICES

Company Name	Tel #	Booth Number
Billing Address	Email	
City / State / Zip	Signature	

STYLE N

Item #	Quantity	Name	Price
N-1		12x12x30 Black	$181.50
N-2		12x12x36 Black	$192.50
N-3		12x12x42 Black	$209.00
N-4		12x12x30 Grey	$181.50
N-5		12x12x36 Grey	$192.50
N-6		12x12x42 Grey	$209.00
N-7		18x18x36 Black	$220.00
N-8		18x18x42 Black	$231.00
N-9		18x18x36 Grey	$220.00
N-10		18x18x42 Grey	$231.00
N-11		24x24x42 Black	$242.00
N-12		24x24x42 Grey	$242.00
N-13		24x24x42 Black w/ Tray	$335.50
N-14		24x24x42 White w/ Tray	$335.50

STYLE O

Item #	Quantity	Name	Price
O-1		Martini Bar	$984.50
O-2		Martini Bar (w/ Light Kit)	$1,166.00
O-3		Cosmopolitan Bar	$902.00
O-4		Cosmo Bar (w/ Light Kit)	$1,045.00
O-5		Reception Counter	$247.50
O-6		Black Contour Reception	$407.00
O-7		Grey Contour Reception	$407.00
O-8		42"h Computer Table	$236.50
O-9		30"h Computer Table	$214.50
O-10		Parson Desk	$236.50
O-11		Refrigerator	$214.50
O-12		Coat Rack	$121.00
O-13		Black Mirror	$154.00
O-14		Literature Stand	$132.00
O-15		Silver Folding Lit. Stand	$176.00
O-16		Black Folding Lit. Stand	$176.00
O-17		Floor Lamp - Off White	$93.50

STYLE P

Item #	Quantity	Name	Price
P-1		6' Maple Conf. Table	$368.50
P-2		8' Maple Conf. Table	$467.50
P-3		6' Mahogany Conf. Tbl	$368.50
P-4		8' Mahogany Conf. Tbl	$467.50
P-5		10' Mahogany Conf. Tbl	$599.50
P-6		6' Honey Oak Conf. Tbl	$368.50
P-7		6' Black Conf. Table	$352.00
P-8		8' Black Conf. Table	$467.50
P-9		10' Black Conf. Table	$599.50
P-10		6' Grey Conf. Table	$352.00
P-11		8' Grey Conf. Table	$440.00
P-12		36x60 Glass Table	$330.00
P-13		Frosted Glass Table	$434.50
P-14		42" Honey Table	$253.00
P-15		42" Mahogany Table	$253.00

STYLE Q

Item #	Quantity	Name	Price
Q-1		Leather Executive Chair	$236.50
Q-2		Mesh Executive Chair	$236.50
Q-3		Wht/Leather Exec Chair	$291.50
Q-4		Blk/Leather Exec Chair	$291.50
Q-5		Blk Jr. Executive Chair	$198.00
Q-6		Grey Jr. Executive Chair	$207.90
Q-7		Black Sled Chair	$170.50
Q-8		Grey Sled Chair	$170.50
Q-9		Blk/Chrome Breuer Chair	$148.50
Q-10		Gry/Chrome Breuer Chair	$148.50
Q-11		Black Drafting Stool	$181.50
Q-12		Grey Drafting Stool	$181.50
Q-13		Black Secretarial Chair	$148.50
Q-14		Grey Secretarial Chair	$148.50

STYLE R

Item #	Quantity	Name	Price
R-1		Black Etagere	$192.50
R-2		Chrome Etagere	$192.50
R-3		48" Grey Bookcase	$154.00
R-4		48" Black Bookcase	$154.00
R-5		72" Grey Bookcase	$181.50
R-6		72" Black Bookcase	$181.50
R-7		2-Dr Grey File Cabinet	$154.00
R-8		2-Dr Black File Cabinet	$154.00

CUSTOM FURNISHINGS ORDER FORM

Southern Exposure 2015
Caribe Royale Orlando
Orlando, FL
February 27 - 28, 2015

Discount Price Deadline Date
FEBRUARY 13TH
Method of payment must accompany your order

AGS EXPO SERVICES

Company Name	Tel #	Booth Number
Billing Address	Email	
City / State / Zip	Signature	

R-9		4-Dr Black File Cabinet	$176.00
R-10		42" Grey Storage Cabinet	$176.00
R-11		42" Black Storage Cabinet	$176.00
R-12		72" Black Storage Cabinet	$203.50

STYLE S			
Item #	Quantity	Name	Price
S-1		Natural/Black Desk	$423.50
S-2		Natural/Black Credenza	$379.50
S-3		Honey Executive Desk	$423.50
S-4		Honey Credenza	$379.50
S-5		Mahogany Desk	$423.50
S-6		Mahogany Credenza	$379.50
S-7		Grey Executive Desk	$423.50
S-8		Grey Credenza	$379.50

STYLE T			
Item #	Quantity	Name	Price
T-1		Corner Lounge	$319.00
T-2		Center Lounge	$264.00
T-3		Cocktail Table	$264.00
T-3C		Cocktail Table w/ Cushion	$264.00
T-3G		Cocktail Table w/ Glass	$264.00
T-4		End Table	$198.00
T-6		Small Backrest Section	$319.00
T-7		Large Backrest Section	$319.00
T-8		Curve Section	$264.00
T-9		End Section	$242.00
T-9C		End Section w/ Cushion	$242.00
T-9G		End Section w/ Glass	$242.00
T-11		Corner Lounge	$319.00
T-12		Center Lounge	$264.00
T-13		Right Arm Lounge	$539.00
T-14		Left Arm Lounge	$539.00
T-15		Lounge Chair	$357.50
T-16		Cocktail Table	$264.00
T-17		End Table	$198.00
T-18		Cabana Lounge	$1,089.00
T-19		Cabana Ottoman	$313.50
T-20		Cabana / Glass Table	$665.50
T-21		Cabana Chair	$187.00

Please Note:

- There is a 19% service charge added to the total order for delivery and removal of all custom furnishing items.
- Custom furnishing orders must be received with payment on or before the deadline date listed above to be guaranteed.
- Orders received after the discount deadline date will be assessed a 30% late charge or may be cancelled due to time constraints.
- Custom furnishings will be delivered to your booth separately from standard furnishings.

Cancellation Policy: All order cancellations must be received prior to the discount deadline date. Orders cancelled at show site will be subject to a 100% cancellation fee.

Total Order

Total Costs - Subtotal:_____

19% Service Charge:_____

Sales Tax (6.50%):_____

Total Custom Furnishings Order:_____

Mail or Fax to: AGS Expo Services • 4561 SW 34th Street • Orlando, FL 32811
Phone: 407.292.0025 • **Fax:** 407.292.4414
Email: eventservices@ags-expo.com **Web:** www.ags-expo.com

Submit Form